

January 7, 2013

The Towanda Borough Council held its regular monthly meeting on Monday, January 7, 2013 at the Municipal Building, 724 Main St., Towanda, PA. The meeting was called to order at 7:05 p.m. by President Mark Christini followed by a moment of silent prayer and the reciting of the Pledge of Alliance. The roll was called and recorded as follows:

PRESENT: Clark, Christini, Klinger, Kovalcin, Lacek, Long, Miller, Roof, Sweitzer.
ABSENT: None

CITIZENS TO BE HEARD:

Richard Lewis, Poplar Street, Towanda. Addressed council concerning the hiring of the new Borough Manager. He asked council to consider when hiring the new Borough Manager that he/she is required to live in Towanda Borough. Mr. Christini said that the New Borough Manager is not required to be a Towanda resident but it is preferred.

Letter from Destiny Foster, student of Towanda Jr/Sr high School wants to host a 5K run/walk on February 23rd at 9:00am at Memorial Park with the same course as the A. R.C.C. Shamrock run and all proceeds would go to the Salvation Army.

Mr. Kovalcin made a motion seconded by Mrs. Miller to approve the request from Destiny Foster to hold a 5K run at Memorial Park on February 23rd. Motion carried.

MINUTES:

Mrs. Lacek made a motion seconded by Mr. Klinger to approve the Minutes from the December 3rd and the December 27th meetings as written. Motion carried.

FIRE CHIEF REPORT:

Mr. Root reviewed his written report with Council. He reported that in the next three years there will be need for new equipment.
The fire hall is being rented for private parties.

POLICE CHIEF'S REPORT:

Chief Epler reviewed his written report with Council. He reported that we assisted the Bradford County Sheriffs and PSP in the court house incident involving the bomb threat.

Moro from the K9 unit and a patrol car participated in the First Friday Christmas Parade.

Mr. Gobble, the Towanda School Superintendent, has meet with Chief Epler several times to discuss school security. The Police Department is working on a plan to increased hours for the school resource officer.

CODE ENFORCEMENT REPORT:

Mr. Haight reviewed his written report with Council. He also informed council that there are some issues with the new code book. Violations and penalties were omitted on the one and two family dwellings code, mechanical and property maintenance sections.

Mary Ann will call General Code.

Mr. Sweitzer made a motion seconded by Mrs. Clack to authorize Mr. Frawley to make this corrections and get them advertise to adoption to view next meeting. Motion carried.

Mrs. Lacek raised concerns on about some of the violations that have not been corrected and are pending for several years.

BOROUGH MANAGER'S REPORT:

Mr. Fairchild reported Martha Rajaei has accepted our offer as Towanda Borough Secretary/Treasurer, she started on January 2, 2013 and Mary Ann has graciously stayed to teach Martha the ropes.

Mr. Sweitzer made a motion, seconded by Mrs. Miller, to approve by resolution the hiring of Martha Rajaei as Towanda Borough Secretary.

The roll was called and recorded as follows:

AYE: Clark, Christini, Klinger, Kovalcin, Lacek, Long, Miller, Roof, Sweitzer.

NAYE: None.

Resolution 2013-1 carried.

Mr. Sweitzer made a motion, seconded by Mrs. Lacek to approve by resolution the hiring of Martha Rajaei as Towanda Borough Treasurer, contingent to her being bonded.

The roll was called and recorded as follows:

AYE: Clark, Christini, Klinger, Kovalcin, Lacek, Long, Miller, Roof, Sweitzer.

NAYE: None

Resolution 2013-2 carried.


The Bradford County YMCA presented a counter proposal at the year end meeting. This may be reviewed in next meeting Administrative Meeting on Thursday, January 31 at 7 pm and finally vote on at the Council Meeting of February 4, 2013.

Currently there is no tax assessor for the per capita taxes. Council may want to consider eliminating these taxes in the future. Laurie McGuire will be keeping track of taxes paid for the year 2013.

Mrs. Clark raised the question of the excessive amount of commission receive by elected tax collector in the Towanda Borough. Mr. Christine will bring it up on the next Administration Meeting on January 31, 2013.

Mr. Fairchild reported on the 400 Main Street Block Project. The elderly housing project was approved by the County and the Borough. Still needs approval by the School District. We received \$500,000.00 impact fee money and the match RACP money for the project. Most of the apartments will be a one bedroom apartment. Please e-mail Mr. Fairchild with any concerns or changes.

There being no further business to come before Council, Mrs. Lacek made a motion seconded by Mr. Kovalcin to adjourn the meeting. Motion carried. Meeting adjourned at 7:58p.m.


Martha Rajaei
Borough Secretary

February 4, 2013

Towanda, PA

The regular meeting of the Towanda Borough Council was held on Monday, February 4, 2013. The meeting was called to order at 7:00 p.m. by President Mark Christini followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mrs. Miller

ABSENT: Mr. Long, Mr. Roof, Mr. Sweitzer

VISITORS PRESENT: Roger L. Brown, Lori Brown.

Mr. Brown stated he had two letters for council. The first letter involves a situation they encountered in December when they were having lunch at a local restaurant and would like to thank the police department for the professional job they did recently in apprehending a thief who stole his wife's pocketbook while having lunch. It was the same day as the bomb threat at the court house and the police were very busy that day. His wife had gone to the restroom and left her pocketbook in the restroom. They finished their lunch and after about 30 minutes realized she had forgotten it. When they returned to the restaurant it was found that her purse had been stolen. They called the police department and within minutes Sgt. Lantz and Officer Edsell were present. The Browns were told to leave and the police would contact them. Within minutes they were called back and the officers had received a confession from the person responsible. The Browns would like the council and the mayor to know what a professional job was done and what a great police department Towanda Borough has.

The second letter is Mr. Brown's resignation as a member of the Towanda Borough Civil Service Commission as he has moved from the borough limits. He stated it was a privilege to serve on the commission and would like to thank council for allowing him to do so. Mr. Christini thanked Mr. Brown for his work on Civil Service Commission. On advice from Mr. Frawley, Mrs. Clark made a motion seconded by Mr. Klinger to accept resignation of Mr. Brown as a member of the Towanda Borough Civil Service Commission. The motion was passed.

Mr. Christini asked if there was a process to replace Mr. Brown. Mr. Frawley noted he had spoken to the chairman of the commission and feels that one or two recommendations may come from the commission; however, it is the responsibility of the Council to appoint someone but "you" may want to listen to any recommendations the commission may have. Mrs. Miller was asked to inform Mr. Long at the Police Committee meeting and possibly Mr. Lowenstein could mention in the newspaper that there is an opening available on the commission and if anyone is interested to contact a member of council. Mr. Fairchild noted that in the borough code it is noted that there is 30 days to fill a vacancy and if this is not done within 30 days it would go to the Vacancy Board.

ORDINANCE:

A new rate of compensation is to be paid to the Borough Tax collector for the Borough of Towanda, Pennsylvania for collecting those Borough taxes and the occupation tax is fixed as follows:

For the collection of any real estate tax assessment a fee of (\$5.00) dollars per assessment collected effective January 1, 2014, and for the collection of any per capita tax, three and a half (3.5) percent for such tax collected. The ordinance was motion to be adopted by Mr. Klinger and seconded by Mr. Kovalcin. The ordinance will be reviewed on a special meeting on Wednesday, February 13 at 6 pm.

APPROVAL OF MINUTES:

The minutes of January 7, 2013 should reflect that Mr. Christini said that the new Manager of the Towanda Borough is not required to be a Towanda resident but it is preferred. Change was made to the January 7 minutes.

Mrs. Lacek motion to approve the minutes and Mrs. Miller second it.

FIRE CHIEF:

Mr. Roof reported on the Towanda Fire Department January report, which included a total count of 12 incidents.

MAYOR'S REPORT:

The Mayor thanked everyone for the retirement party for Mary Ann Harris and read Mrs. Harris' thank you note.

The Mayor praised the police for the professional conduct they displayed when they assisted the State Police in a pursuit of a 12-year-old boy who took a vehicle in Wyalusing.

POLICE CHIEF:

Chief Randy Eppler read his monthly report and announced that, at the end of February the Towanda Police will be working with the Towanda Schools District officials and a security firm the district has hired to look for weak spots in the school. The work to improve the security in the schools is being done in response to the recent mass school shooting in Newtown, Conn.

MANAGER'S REPORT

The Towanda Borough's lease with the YMCA is a 25 year lease. Under the version of the lease the YMCA will begin paying a share of the utilities starting in the first year of the lease Mr. Christini said. While the lease still needs to be approved by the Y's full board of directors Mr. Fairchild expressed optimism that the Y's Board would approved too. After the lease end, the Y's share would have to be renegotiated Mr. Christini said.

Mr. Fairchild reported on the union subcommittee settlement and the Teamster/public works/clerical employees have reached a mediated settlement which basically sets wages increases as follows: 2013 is \$1.00/hr, 2014 .60/hr, and 2015 .55/hr and sets each employee contribution toward health insurance premiums at \$20/week. The employees have voted and ratify the agreement.

MISCELLANEUS:

The Borough Council voted to accept sealed bids for an 8,500 sq. ft. parcel of land near the intersection of Parker Avenue and the Merrill Parkway. The land was acquired by the State Department of Transportation for its use when the Merrill Parkway was constructed. After the road was build, Penn DOT turned the parcel over to the borough.

In another matter Mr. Christini reported that so far, 27 people have applied for the Towanda Borough Manager position. The Borough will accept resumes until February 28. Mr. Christini said that we are optimistic that a good Borough Manager will be found.

The council approved the route for the 5K run/walk on Saturday, March 16, which will benefit the Abuse and Rape Crisis Center and the Bradford County Branch YMCA.

ADJOURNMENT

Ms. Clark made a motion seconded by Mrs. Lacek to adjourn the meeting. Motion carried. Meeting adjourned at 9:02 p.m.


Martha Rajaei
Towanda Borough Secretary

**TOWANDA BOROUGH
COUNCIL MEETING
Minutes
March 4, 2013**

The regular meeting of the Towanda Borough Council was held on Monday, March 4, 2013. The meeting was called to order at 7:03 p.m. by President Mark Christini followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek (was 15 minutes late),
Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer

CITIZENS TO BE HEARD:

Misty Ackley represents the Children's Advocacy Center which is located in the Children's House in Towanda and is a supervisor at Bradford County Children and Youth Services.

Ms. Ackley asked Council if they could approve the installation of 496 pinwheels on Borough property behind the Bradford Court House during the month of April which is Child Abuse Prevention Month. The pinwheels will stand for the 496 child abuse investigations that were conducted over the past three years in Bradford County. The pinwheels will be put up on April 1 and taken down on May 1.

Mr. Sweitzer made a motion to accept seconded by Mrs. Miller. Motion carried.

Mr. Mark Henry, 7 North Avenue, Towanda, PA wants to fill the vacancy to the Borough Police Civil Service Commission. Mr. Kovalcin made a motion to accept seconded by Mr. Long, to approve the resolution

The roll was called and recorded as follows:

AYE: Mrs. Clark, Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer
NAYE: None

Mayor Miller administered the oath

Pat Taylor, York Avenue, Towanda, PA resident was appointed as first alternate to the Towanda Borough Zoning Hearing Board, and Mrs. Karen Johnson of 216 York Avenue, Towanda, PA as the second alternate filling in if Mr. Taylor is not available.

Mr. Sweitzer made a motion to accept seconded by Mr. Kovalcin. Motion carried by resolution.

AYE: Mrs. Clark, Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek Mr. Long, Mrs. Miller, Mr. Roof,
Mr. Sweitzer

NAYE: None

Mayor Miller administered the oath.

MINUTES:

Mrs. Lacek made a motion seconded by Mrs. Miller to approve the Minutes from the February 4th and the February 13th meetings as written. Motion carried.

FIRE CHIEF REPORT:

Mr. Roof reviewed his written report with council. He reported that a \$2000.00 was received for the old ladder truck. Batteries are changed in the air packs.

MAYOR'S REPORT:

Mayor Miller said he plans to issue a proclamation making February 15, John Yoder III Day in the Borough so that the community will always remember the fatal fire. He is very proud of the community and all the help that was given to the family.

Mayor Miller said that Chief Epler needed to be removed from probationary basics. The Chief has done a fantastic job and he can't say enough good things about him.

Council voted on removing Chief Epler from probationary basics. Motion carried.

POLICE CHIEF REPORT:

Chief Epler review his written monthly. Sergeant Lantz and Officer Edsell attended the MDT meeting in North Towanda. Chief Epler attended the meeting with Towanda School staff for Security of the Towanda campuses. Towanda Officers are continuing to wall thru all Towanda Borough Schools for familiarization of the buildings.

On the year-end report he said that the number of reported thefts and traffic citations have increased from 2011 to 2012 and that was because for much of 2011 the police force was without two full-time police officers and one part-time officer.

Chief Epler also asked Council to vote on the hire of state police Cpl. Al Ogden as a part-time police officer. Ogden is retiring from the state police on March 15. Cpl Ogden will provide guidance to the Towanda Borough Police on where we may need and also serve on special detail.

Negotiation on salary will be done between Tom Fairchild and the Chief Police. Motion carried

CODE ENFORCEMENT REPORT:

Mr. Haight reviewed his written report with Council. We are down on building permits due to the cold weather.

We do not have any zoning issues. The Trehab got special dispensation and fees were waived.

There being no further business to come before Council, Mr. Sweitzer made a motion seconded by Mrs. Lacek to adjourn the meeting. Motion carried. Meeting adjourned at 7:58p.m.



Martha Rajaei
Towanda Borough Secretary/Treasurer

**TOWANDA BOROUGH COUNCIL
MEETING MINUTES
APRIL 1, 2013**

The regular meeting of the Towanda Borough Council was held on Monday, April 1, 2013. The meeting was called to order at 7:03 PM by President Mark Christini, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer
ABSENT: Mrs. Lacek

PUBLIC GUEST(S): Mrs. Jamie Heft and Mr. Pat Taylor

CITIZENS TO BE HEARD:

Mrs. Jamie Heft of 1033 Pennsylvania Avenue, Monroeton, Pennsylvania. Mrs. Heft requested the board to approve "Racing Heart" Walk/Run on Saturday, June 1st, 2013, from 8:00 AM to 11:30 AM. This run would benefit the Adult Congenital Heart Walks across the nation. The starting point would be across from the First Presbyterian Church on the river walk path, then Pratt Avenue, Sayre Street, York Avenue, Locust Avenue, North River Street, and Walnut Street. It would end in the Court House Parking lot. Mrs. Heft spoke of her own personal journey of being born with a congenital heart defect and open heart surgery and repairs, leading her to be able to live a more active life now and being able to make running a part of it. Monies collected will be sent to the Adult Congenital Heart Association and logged as a virtual Congenital Heart Walk. Mrs. Clark made a motion to accept Mrs. Heft request and was seconded by Mrs. Miller. Motion carried.

MINUTES:

The motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin for approval of March 4, 2013 Council minutes. Mr. Christini noted the following two corrections be made: Tom Fairchild was on vacation, therefore there was no Borough Manager's written report. Also, the address for Pat Taylor is 408 Second Street instead of York Avenue. Mr. Christini's motion to accept the two corrections carried.

FIRE CHIEF'S REPORT:

Mr. Roof reported that it was a busy month with fourteen incident calls in April 2013. Five people including Mr. Roof went to ladder training class; and three firemen went to Yonkers to attend an officer's class. He was asked by Mr. Kovalcin about the status of the ladder truck. Mr. Roof stated that a new starter was put in the truck and it is working well.

FIRE BOARD REPORT:

Nothing

MAYOR'S REPORT:

Mr. Miller reported the police department was very busy in April. DUI's were up and there were a lot more traffic stops and citations which Chief Epler would be reporting in his report. Mr. Miller mentioned the e-mail on the audit coming up, and Mr. Christini stated that it is the police pension fund audit that would be occurring on April 15, 2013, and Mrs. Kulick would be sharing the information with the state auditor. Mrs. Kulick mentioned that she had purchased a rolling, lockable file that contains the current borough and police pensioners and related files, and also our current borough and police personnel and related files too. Mr. Miller mentioned that he hoped everyone would attend the ceremony at the new Veteran's Memorial this coming weekend (1 PM Saturday, April 6, 2012).

POLICE CHIEF REPORT:

Chief Epler reported on the banner month the police had in April. Officers Bellows and Edsell attended a 3 day school for interview and interrogation at the PSP School in Wilkes-Barre, Pennsylvania. Officer Wisel attended an abused and sexual abused children's seminar in State College, Pennsylvania, and then the MDT meeting in North Towanda. The first wave of Aggressive driving crackdown started in March and will continue until the end of April. Towanda Borough police conducted roving patrols over St. Patrick's Day weekend, and Towanda Officers are continuing to complete online M.I.S.T. courses.

Chief Epler also reported that there were 9 DUI citations in March, which is a very high amount. Also, there were 9 speeding citations, which were outnumbered by 16 driving with suspended license citations. Never before has the number of suspended licenses outnumbered the driving citations. They don't know why. The total number citations for the month of March were 87, which is not an abnormal number for the month, if not for the large amount in the suspended license category.

Chief Epler reported that non-traffic citations were about normal (12 for March 2013). He concluded that the officers really did an awesome job of covering this past month, and they are off to a busy month this month (April), with 2 DUI's already

from the prior Friday night that will be counted for the April citation count. Mr. Christini stated that we are glad the police are here upholding the law.

On further note, Chief Epler stated that the copier at the police station has been fixed and they can fax with this copier now too.

CODE ENFORCEMENT REPORT:

Mr. Haight reported that things were slow due to the weather being what it is yet. There was no contractor or application seen yet concerning tearing down the Yoder house destroyed by fire. Mr. Yoder stopped in to say that the application was in the mail two weeks ago and that the contractor said he was coming to do the job. Mr. Haight hopes that this will be resolved in the next couple days.

Contractors will have to have new registrations from here forward, so that number will be increasing.

Compliance action has included increase in rubbish violations. There have been some changes in ownerships of homes and he hopes that this will clear up soon, as the weather changes and the new owners get settled. He stated that there were a few that are repeats that get the things done or get cited. A couple have permits and a couple have time frames to get them corrected. On rental inspections, everyone passed except two on page 8. Mr. Haight is sure they will take care of the problems.

Concerning the zoning codes, they had 1 sign and 1 occupancy permit issued.

Mr. Sweitzer asked if there was a spec in place to take down the condemned house on Poplar Street. Mr. Fairchild said he hired an architect-in-training to put this together. It will get done soon.

Mr. Christini noticed that under compliance actions on page 3, numbers 5 and 7 do not show violation code or description of the violation for each. According to Mr. Haight, the notice may have been sent before the violation was typed.

BOROUGH MANAGER:

Administrative

Mr. Fairchild announced that I (Diane Kulick) have accepted the position of Borough Secretary and have been here on the job since March 18, 2013. He stated that I am learning a lot quickly. My resume and job history were included in the Council package. He stated that I should be appointed by Council and asked that Council do that. Mr. Sweitzer made the motion that I (Diane Kulick) be accepted as the Borough Secretary. It was seconded by Mr. Kovalcin. Mr. Christini asked for any comments and all in favor (aye) and all opposed (none). Motion was accepted and Mr. Christini welcomed me to the position of Secretary/Treasurer of Towanda Borough. I am honored and grateful to all.

Mr. Fairchild spoke of the Borough Manager position and that he will be officially retired the end of May 2013. There has been a lot of work behind the scenes to get this position filled, and has narrowed the candidates down to four (4) that will be interviewed in the coming week. Mr. Christini will elaborate more on this later.

Also, Mr. Klinger has resigned due to moving from the second ward to the third ward. Council should appoint a replacement or it will have to go to the vacancy board. Vacancy board is Council itself and the Chairman (whoever that is) of that board. Mr. Christini received one letter of interest from Pat Taylor of 408 Second Street, Towanda for the Council position. We did our best to get the word out to the Daily Review for interested persons to respond by March 31st. We did not receive any other interested people so Mr. Christini asked that we put this on the table to act on. Any comments were welcomed. Mrs. Clark said she did not see this in the paper. It was explained that I (Diane Kulick) had sent a note out to the Daily Review per Mr. Christini's instructions to have a "blurb" placed in the "Around the Area" column. The blurb was never placed in the paper. When I (Diane) called them they told me that this was normally something that was placed in the legal section. However, no one called me (Diane) with this information. Kelly Andrus from the paper called me back a short time later and said they would put it in the on-line edition of today's (April 1) paper. Mrs. Clark did not think Easter weekend was a good time to have this sort of notice placed in the paper. There were some comments about the timing and visuality of the notice to fill the vacancy. Mr. Christini indicated that he understood, and that they could either take this to the vacancy board or take action on it tonight. If sent to the vacancy board it would take more time according to Mr. Fairchild. It was stated that Mr. Taylor has been the only person to attend all the borough meetings as a visitor for a long time, and of anyone he is most qualified to fill this position. Mr. Kovalcin also spoke in support of Mr. Taylor. It was stated that even if we advertised the Council position that there was doubt that we would get any interest. Therefore Mr. Sweitzer made the motion to appoint Mr. Pat Taylor to the position. This was seconded by Mr. Kovalcin. Mr. Sweitzer then called to put this on the table. The term will last until December 2013. It was noted that Mr. Taylor has put himself on the ballot for the primary anyway.

Mr. Frawley stated that the appointment should be done by Resolution for Pat Taylor to fill the Council position behind Mr. Klinger. It was noted that there are no legal requirements to advertising and the board is not doing anything wrong in appointing someone to fill this position of Council. We attempted to advertise and fell short on it; however there is a motion and a second called for. Mr. Christini asked the Secretary to call the roll for a vote: Mrs. Clark--no, Mr. Christini-yes, Mr. Kovalcin-yes, Mrs. Lacek-absent, Mr. Long-yes, Mrs. Miller-yes, Mr. Roof-yes, Mr. Sweitzer-yes. Resolution carries Resolution number 2013-7. Mr. Pat Taylor is on Council behind Rex Klinger who resigned due to moving from the second ward.

As far as Mr. Taylor's position on the Zoning hearing board, he will now become an alternate. Ms. Karen Johnson will become Alternate #1 on the Zoning Board. The Secretary will send her a letter notifying her of this change.

At 7:40 PM, an Executive Session was called for by Mr. Christini for a personnel matter to be discussed. Mr. Christini called the meeting back to order at 7:55 PM, after the Executive Session ended.

Pat Taylor was sworn in as a Council member for Second Ward by Mayor Garrett Miller. Mr. Taylor verbally resigned as an alternate for the Zoning Hearing Board. Mr. Kovalcin also added that Mr. Taylor was a member of the Dushore Borough Council, therefore he has does have experience in this area.

Resolutions: The Martha Lloyd School, Inc resolution was voted on. This involves the school asking the Progress Authority to act a conduit for the issuance of \$1.75M in tax exempt borrowing to refinance previous taxable capital project obligations. Since the Borough is one of the four incorporating municipalities of the CBPA, we are being asked to approve the activity by resolution. The results of the vote: Mrs. Clark-yes, Mr. Christini-yes, Mr. Kovalcin-yes, Mrs. Lacek-absent, Mr. Long-yes, Mrs. Miller-yes, Mr. Roof-yes, Mr. Sweitzer-yes. Resolution carries. Resolution number 2013-8 was passed.

Mr. Fairchild had a letter from resident Marjorie Douglas of 14 William Street. She requested a handicapped parking space and sign be placed in from of her home. Mr. Sweitzer made the motion and it was seconded by Mrs. Miller and the rest of the board as approved.

Mr. Fairchild also updated us on the pick for software upgrade - Dallas Data, Pottstown, Pennsylvania. It's under the state contract COSTAR Cooperative Purchasing program. Mr. Fairchild acknowledged the Borough staff that assisted in choosing this vendor. Martha Rajaei, Helen Wilcox, Fred Johnson, and particularly Susan Miller, who went over and above on this. This new software installation will begin very soon, and will make the offices more efficient and enable everyone to communicate between one another. It was a good job done by all the staff.

Finance

Northern Tier Solid Waste Authority has requested an increase of \$.10 in the bag rate due to an increase in the tipping fee at the landfill. Their roll off disposal rate is increasing from \$45 to \$46.50 per ton. Based on a bag price formula contained in the contract and increase of \$.05 is justified, and should be approved. This brings the price of the borough garbage bags go from \$2.60 to \$2.65 each, the first increase in two years. Motion was called by Mr. Sweitzer, seconded by Mr. Kovalcin, and approved by the rest of Council.

We placed an ad in the Daily Review for the possible sale of the Borough property between the Parkway and William Street, with bids to be opened at the May 6th Council Meeting.

Also, Mr. Fairchild stated that the Street Sweeper is going to be rebuilt by Harry Bailey, the Borough Mechanic. It will take approximately \$20,000 to rebuild. The cost of a new sweeper with an average life of 7.6 years is not worth it.

Public Works

Ed and Barbara Krauss have purchased the Borough property just north of the above mentioned Borough parcel to construct a new home. Access will be by way of a twenty (20) foot wide private drive between 320 and 322 William Street. The Krauss's have requested Council approval to name the drive "Memory Lane" for purposes of the County addressing project. A brown "street" sign will be placed at the entrance. Approval was made in motion by Mrs. Miller, seconded by Mrs. Clark and approved by the rest of Council.

Courtney Barnum has asked if she could decorate the street lamps with blue plastic type streamers or painters tape for the month of April for Autism Awareness. The motion was called by Mrs. Clark, seconded by Mr. Kovalcin, and approved by the rest of Council.

MISCELLANEOUS:

Other business: Mr. Fairchild brought up that we want to talk to the union concerning the current Police Pension Plan. Council wants to rethink the current Defined **Benefit** Pension Plan to become the Defined **Contribution** Pension Plan. The current plan is very costly and underfunded; therefore the trend is headed toward the Defined Contribution Pension Plan. This has been put in writing to the union asking for a meeting date. The other matter would have to do with the Public Works employees. The fact that we want to amend and modify our emergency on call system. Right now it is fixed to weekends. We need it to work for the entire week. We want to discuss that matter with the union also. That letter went out today, so we will again, wait for date and time to meet with the union.

ADMINISTRATION REPORT FROM MR. CHRISTINI:

Borough Audit

Mr. Christini sent Council a note on March 14, 2013 concerning that an Audit has not been done and have requested our auditor who is local to complete it by the end of April 2013, which he agreed to do for year 2012. We want to have a written copy of the audit in hand on April 30th so that when we make an offer to the new manager we can say have the audit on hand to indicate that our books are good.

Mrs. Clark asked about the new system that we are purchasing. This system will have a fixed asset database in it. We need to include our entire piping infrastructure in it. The new software will have a module that will cover all these things to be included in our fixed assets. All of this has to be identified so it can be depreciated. Basically, local governments have never depreciated anything like business / enterprise companies need to do.

Secretary's Note: GASB stands for Governmental Accounting Standards Board. GASB 34 requires state and local governments to begin reporting all financial transactions, including the value of their infrastructure assets, roads, bridges, water and sewer facilities, and dams, in their annual financial reports on an accrual accounting basis. GASB 34 accounting is trying to make municipalities do this.

Actuarial Valuation Reports for the Borough of Towanda Police Pension Plan.

Mr. Christini drafted a letter to get agreement on the following assumptions:

1. Interest: 5% per annum compounded annually
2. Salary Scale: 4% per annum compounded annually.

Mr. Sweitzer made the motion to accept, Mr. Kovalcin seconded it, with the rest of Council approving to use the above assumptions. We will put \$100,000 in the fund from the gas leases this year, and will continue to do this in the coming years.

Financial Reports: Approved by Mr. Long seconded by Mrs. Miller and approved by the rest of Council.

Union Sub-Committee: Nothing to report.

Planning Commission: Nothing to report.

TMA

Mr. Fairchild gave a summary at what happened at TMA March Meeting. Rules and bylaws – changes. Will reinstate sewer and water bill accounts to be in Owner(s) name. There will be no more Tenant accounts effective June 1, 2013. The Authority has adopted and amended the regulations and letters have gone out to the Owner(s). Any deposit will be applied to the last tenant bill and the difference returned to that Tenant. Legal ad was run in the paper also. This should help with the issue of delinquent accounts that are so difficult to pursue when Tenants move from place to place. Wysox sewer has always had the bills in the Owner(s) names. If the bill is delinquent now it can cause the property to have a lien on it.

There was no further business to come before Council, so meeting called to be adjourned by Mr. Sweitzer and seconded by Mr. Kovalcin at 8:35 PM.



Diane M. Kulick

Towanda Borough Secretary

**TOWANDA BOROUGH COUNCIL
MEETING MINUTES
MAY 6, 2013**

The regular meeting of the Towanda Borough Council was held on Monday, May 6, 2013. The meeting was called to order at 7:04 PM by President Mark Christini, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Taylor

ABSENT: Mr. Roof & Mr. Sweitzer

CITIZENS TO BE HEARD: None.

Real Estate Bid for Borough Property: Received 2 bids that were opened for the Borough real estate located east of William Street, west of the John B. Merrill Parkway, north of Locust Street, and South of Packer Avenue. There were two proper bids received: One from Robert E. Cooper of 320 Williams Street, Towanda Pennsylvania, for \$15,137.00; and the other from Justin Smith, 120 Healy Road, Lawrenceville, Pennsylvania, for \$12,000. A Motion was made by Ellen Lacek and 2nd by William Kovalcin, plus the rest of Council voted in favor to accept Robert Cooper's bid in the amount \$15,137.00.

Bid for Structure Demolition, Waste Removal, and Soil Infill of the home located at 219 Poplar Street: Received only 1 bid from S&A Construction, 309 Goose Hollow Road, Athens, Pennsylvania, in the amount \$22,800, with a certified check for 10% of the bid. A Motion was made by Ellen Lacek and 2nd by Jean Miller, plus the rest of Council voted in favor to accept S&A Construction's bid in the amount \$22,800. The grant funding source for the above is being provided by Bradford County through its Community Development Block Grant Program.

MINUTES: A motion was made by Keith Long and seconded by William Kovalcin for approval of April 1, 2013 Council minutes as written, and was approved by the rest of Council.

FIRE CHIEF'S REPORT: Mr. Roof was not present, but included the monthly report for April 1 to April 30, 2013 with 4 total incidents.

FIRE BOARD REPORT: No Board meeting in April due to lack of attendance.

MAYOR'S REPORT: Attended the kick-off of the Bradford County Veteran's Memorial Park Kick off. Mr. Joe Doherty is doing a good job in gaining support promoting the park to completion. Also, the Towanda Police Department personnel continue to do a great job in all areas, and continue to be very busy.

POLICE CHIEF REPORT: Chief Randy Epler stated that the department had another busy month. Sergeant Lantz and Officer Bellows attended the annual DUI conference and many training seminars in State College, as part of the DUI grant.

Towanda Borough Police had an audit of the Criminal records by the PA State Attorney General's Office and all the things needed to be corrected were.

The first wave of Aggressive Driving crackdown started in March and will continue until the end of April.

Officer Hennessy and Moro attended Healthy Kids Day at the YMCA.

Officers Edsell and Hennessy did several presentations at the High School including Survival 101.

Officer Edsell participated in Operation Safe; this is a state-wide MCSAP enforcement operation. (The MCSAP is a Federal grant program that provides financial assistance to States to reduce the number and severity of crashes and hazardous materials incidents involving commercial motor vehicles (CMV).

Towanda Borough Police received an Appreciation plaque from Wysox Vounteer EMS for services that they render to them.

Towanda Officers are continuing to complete online M.I.S.T (Mandatory In-Service) Courses.

Also, Police Visual Alert I has ceased to be supported, and Visual Alert II has been out for 5 years. Towanda Police Department needs to upgrade to version II which operates on Windows 7. However, the Police Department has Windows

XP. In discussing with Tom Fairchild, to not affect the line item budget this year, they will upgrade the computers instead of purchasing a used car (line item for car will be used for the computers). The TPD would like to purchase 5 computers with backup, and recycle the 2 newer ones they now have to upgrade the dedicated server. A dedicated server will have an older stand alone computer to do backup 1 time a week.

Chief Epler praised the job the officers have done this past month as well as last. They have been very busy with 10 DUI's and other traffic related incidents (105) as well as Non-traffic (22) related incidents. In addition, they received 425 complaints in April.

CODE ENFORCEMENT REPORT: Mr. Haight indicated that the house at 112 North Fourth Street that was destroyed by fire has been demolished.

Also, GTP (Global Tungsten & Powders) applied for annual permit for miscellaneous repairs.

A new (modular) home is being built in the borough at 39 Memory Lane.

In the summary total for Contractor's Registration there is a total of almost \$4,000.

Rental Dwelling Unit inspections amount to 14 for first inspection and a correction from 1 to 2 second inspections. There were zero third inspections.

Last month's missing Compliance Actions have been corrected. On page 5, item #14, the remaining accessory structures are being torn down the rest of the way.

Parking report is as printed.

ADMINISTRATIVE:

Borough Manager's Report: Tom Fairchild reported that the members of the Presbyterian Church have requested that Court Street, from Main to the Parkway be closed on Saturday, June 22, 2013, to allow for the annual Block Party. The motion for this was made by Keith Long and seconded by Ellen Lacek.

Resolution 2013-9: The representative from the State Auditor General's office has been here a couple of times lately to audit our employee pension files. In 2009, an Act 44 was enacted by the state legislature to amend the Municipal Pension Plan Funding Standard and Recovery Act. We had made most of the required changes but, as many towns did, we were not aware that we were to establish a policy for the purchase of professional services, including investment, legal, actuarial and other consulting services. The PA Borough Code stipulates that these services do not need to be competitively bid. Act 44, however, requires that they be competitively bid. The attached resolution should be adopted by Council to be in compliance with Act 44. Resolution Number 2013-9 was proposed by Keith Long and seconded by William Kovalcin. The resolution was carried by the rest of Council to adopt this resolution.

Mrs. Clark – yes

Mr. Christini – yes

Mr. Kovalcin – yes

Mrs. Lacek – yes

Mr. Long – yes

Mrs. Miller – yes

Mr. Roof – absent

Mr. Sweitzer – absent

Mr. Taylor - yes

Resolution carries.

An announcement has been made that the 2013 COPS Hiring Program application period will be opening soon with emphasis on COPS in Schools. The Towanda School District is interested in this and would like to apply for the grant. We have been unsuccessful in getting a COPS grant in previous years. The Borough would need to make the application for this grant, but first we need to register in (SAM) System for Award Management to be able to complete the application. This program would fund 75% of an entry level wage and benefits up to \$125,000 over 3 years for a new hire or a rehire of a laid off or scheduled to be laid off officer. A motion to apply for this grant was made by Keith Long, and seconded by Jean Miller. The rest of the board voted in favor to apply for the COPS Grant.

The Water and Sewer System advertised that it is seeking applications for a Utility Maintenance Mechanic to fill a position of an employee who has become disabled. There are some candidates that have applied and this job window will close on the 20th of May. It will be funded by the Water & Sewer.

FINANCE: Tom indicated once again that the bids were open on the sale of the borough property and thanked Mr. Cooper for being the accepted bidder.

PUBLIC WORKS: Work is progressing on the \$265,000 ARLE grant that we received last year. The intent of this is to fund worthwhile projects that can be completed at a relatively low cost. This will fund upgrades to our 3 traffic signals, and at some point it will be advertised for bids. PennDOT will replace the control box with the cost being 100% paid for by the grant. In addition, there would be a 4 to 5 thousand dollar yearly maintenance fee (around \$15,000 for the year for all three lights). This grant will hopefully speed up traffic going through town. ARLE Grant provides funding for traffic signals, signs, markings and pedestrian improvements. It would be video activated, radio linked, and there would be some upgrades to the pedestrians' crossings. The sensors that are in the pavement would be replaced with video cameras and the same on the signal heads. It would not be a "traffic adaptive system" which someone would have to monitor and would be more expensive.

We have asked the architects from Strosser and Associates to look at the YMCA for a new HVAC system. The 6 ceiling hung gas space heaters are very outdated. We would combine our budgeted money with "Y" funds to pay for a new HVAC system. It would probably be a heat pump system. There is also a ductless system that will be looked at.

The BCVMP project is to move on to the next phase. BCVMP has requested a 4 month extension (to 10/03/13) from the grant program people in Harrisburg. We are currently waiting for their reply. There is \$155,000 left in the grant. \$45,000 has been spent for design and engineering services. There is about \$50,000 in bricks that have been purchased in memoriam, plus, a few battle benches. That money would be reserved and set aside, as we are not quite ready to lay the brick pavers. That would probably occur at phase III. BCVMP is short on the money needed for the next phase, but the borough can help out with moving the hydrant and light pole, plus Mr. Doherty will help with the excavating services needed. The parking lot would be stone filled for a while. A sidewalk under the bridge would also connect Gateway Park with Veterans Park.

The same architects (Strosser and Associates) will prepare specs for the borough roof. We have money set aside in the budget for that purpose. I would ask Council to authorize advertising for bid, (budget \$69,000) a new roof, new lighting, insulation, fascia etc. for the building. Also there will be needed mounts for the AC next door and the unit above the main part (offices), plus paint the building. The estimate is from \$6,000 to \$10,000. The total cost for all of the above mentioned building work would be around \$80,000 total. Ellen Lacek made a motion to have this bid and William Kovalcin 2nd it. All the rest of Council was in favor to do this.

JoAnn Burke from Second Street has asked for help with speeding on that street. Per Chief Epler, to make it enforceable, 10 miles an hour would have to be added to the current speed limit. After some discussion Mark Christini remarked that we do not receive requests like Mrs. Burke's too often, so there must be a problem. We should address it and have an officer talk to her to reassure her. This will happen. Mark shared that we don't get these letters very often, so we should honor her request to take care of it. Motion made by Pat Taylor and 2nd by Keith Long to have sign(s) saying "Children at Play" posted. The rest of council was in favor to do the signs.

The borough clean-up drop off on June 7th and 8th at the wastewater treatment plant. This year there will be a separate roll off container for disposal of electronic equipment which is no longer legally able to be collected at curbside.

FINANCE Re: Borough Audit:

Mark asked what the status was for the audit done by Thompson Morgan & Co. Llp. Tom Fairchild stated that it probably will be done this week. Tom suggested that we talk to Tommy Thompson to see if he wants to continue to do the audits for the borough. Audits are due for 2013, 120 days after the fiscal year (around April). This is tax season for most CPA's.

Mark suggested that we discuss this further on September 9, 2013 Council Meeting.

BOROUGH SOLICITOR'S REPORT: Lonnie reported on the Proposal Agreement concerning the new Borough Manager to be Kyle V. Lane.

BOROUGH SECRETARY'S REPORT: I reported to Council that Jay Corey, Manager of Ben Franklin store in Towanda has asked once again this year that the borough close off Park Street for First Friday's from May through October 2013 from 3 PM to 9 PM. This was proposed by Shannon Clark, seconded by Jean Miller with the rest of Council unanimously approving.

ADMINISTRATION REPORT FROM MR. CHRISTINI: Mark Christini read to Council Tom Fairchild's resignation letter of retirement effective May 31, 2013. He made a motion to accept Tom's resignation and a motion to extend a written offer

letter to hire the new borough manager. The motion was made by Ellen Lacek and 2nd by Keith Long. The rest of Council unanimously approving.

Mark noted that at the June 3 Council Meeting, we will need a motion to hire Tom Fairchild "part time" until approximately December 31, 2013 in order to help with the transition to the new manager and also to complete several large critical projects currently in-progress. The Finance and Audit committee and TMA Board are recommending up to twenty (20) hours per week for Tom and also that we continue to pay his health benefits during this time.

Mark made a few wonderful comments and presented Tom with a few gifts from the Council.

At 8:08 PM, and Executive Session was called for by Mark Christini for a personnel matter to be discussed. Mr. Christini called the meeting back to order at 8:34 PM, after the Executive Session ended.

Resolution 2013-10 to hire new borough manager: Shannon Clark proposed resolution we accept Kyle V. Lane to be hired as the new Borough Manager behind Tom Farichild. This was 2nd by Pat Taylor.

Mrs. Clark – yes

Mr. Christini – yes

Mr. Kovalcin – yes

Mrs. Lacek – yes

Mr. Long – yes

Mrs. Miller – yes

Mr. Roof – absent

Mr. Sweitzer – absent

Mr. Taylor - yes

Resolution carries.

Union Sub-Committee: Nothing to report.

Financial Reports: Mark Christini made a motion to pay the bills. Approved by Jean Miller, and seconded by Ellen Lacek. Approved unanimously by the rest of Council.

Planning Commission: Nothing to report.

TMA/CBPA Report: Nothing to report.

Council Comment: Keith commented on the professionalism used by Mark in the quest to find and hire a new borough Manager. It was very time consuming with a pool of very qualified candidates. Mark thanked all who were involved with helping to find the new manager.

ADJOURNMENT: Meeting called to be adjourned by Mrs. Lacek and seconded by Mr. Kovalcin at 8:40 PM.



Diane M. Kulick

Towanda Borough Secretary/Treasurer

**TOWANDA BOROUGH COUNCIL
MEETING MINUTES
JUNE 3, 2013**

The regular meeting of the Towanda Borough Council was held on Monday, June 3, 2013. The meeting was called to order at 7:05 PM by President Mark Christini, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Taylor

ABSENT: Mr. Sweitzer

CITIZENS TO BE HEARD: None.

MINUTES: A motion was made by Mrs. Ellen Lacek and seconded by Mrs. Jean Miller for approval of May 6, 2013 Council minutes as written, and was approved by the rest of Council.

FIRE CHIEF'S REPORT: There were 12 total incidents for the Fire Department in May. Mr. Roof said he talked with Jerry Irvine of the fire police about the availability of that group for the 5K runs/walks that occur often in the Borough. He recommended more running on sidewalks and side streets as opposed to the Merrill Parkway. The Fire Police is a volunteer position and some of them have retired from doing this. Also, there are not enough of them left or willing to give up many of their weekends to do this job. A couple of courses have been used already according to Jim Haight, and only 3 volunteers were needed along the course. The Council decided to develop a formal policy to use 2 or 3 alternative courses for these runs/walks in the future. Jim Haight will put this together and bring it to the July Council Meeting for formal approval.

FIRE BOARD REPORT: Nothing much this month. Air packs are up to date and certified, and they received a check from the VFW to purchase some gear.

MAYOR'S REPORT: The Towanda Police Department personnel had another busy month with finding and serving a search warrant on a Meth Lab at 20 Packer Avenue, arresting 2 people. 3 officers participated in Operation Buck Eyes with other law enforcement groups. All of our officers apprehended their targets. Officers Lake and Douglas took part in a mock motor vehicle accident and courtroom trial at Towanda High School. Chief Epler went to the Monroeton Rod and Gun Club's monthly meeting with one of the vests the club purchased and donated for the police department. A big thank you to the Club for their generosity. Also, Diane K. will send a thank you letter out to the Monroeton Rod and Gun Club. Click it or Ticket enforcement is in effect now. Dui roving patrol occurred in Sayre, PA, that was successful with a number of DUI arrests. Officers investigated and apprehend a suspect in the Maple Street incident.

POLICE CHIEF REPORT: Chief Randy Epler was on vacation. There were 56 traffic citations, and 24 non traffic citations in May.

CODE ENFORCEMENT REPORT: Jim Haight read a letter from Mike O'Keefe concerning the garage, yard, and other sales that happen in the borough. A neighbor of Mr. O'Keefe's was having a lot of yard sales in 1 section of town. Mark said we could have the Planning Commission look into that situation. It can be looked into what other Boroughs practice is concerning yard sales. Lonnie said it can be regulated as to who gets the permit. Mrs. Lacek proposed that we have the planning commission look into it, with Mr. Kovalcin 2nd it. The rest of Council agreed.

Mr. Haight said the Steven Micheals house will finally be torn down before next month. The exterminator won't go in the building and thinks it is unsafe as the back half is falling in. He reviewed zoning, permits and violations.

Parking report is as printed.

ADMINISTRATIVE:

Borough Manager's Report: Mr. Christini said we have to decide on item #2 Tom's agreement with Towanda Borough on his scope of work, wages, benefits provided and benefits not provided. Mr. Keith Long 1st to approve with Mr. Kovalcin 2nd it to accept the agreement. All the rest voted in favor also. Mr. Christini signed the agreement.

Regarding the YMCA heating and cooling project, the Engineer went there but no feed back as of yet.

Mrs. Lacek 1st and Mrs. Miller 2nd propose that the Progress Authority's recommendation to appoint Jim Morse as the GTP representative to the Authority behind Craig Reider (who is retiring in July 2013).

Mr. Christini also read a letter from David and Joyce D'Allesandro of 102 Packer Avenue, giving interest in the property on John B. Merrill Parkway owned by Towanda Borough previously occupied by the Pedro Family. They hope to purchase the

property with the intent of building a garage and apartment over the garage strictly for personal use, knowing that it is zoned residential. Mark recommended that the Borough sell it. Mrs. Shannon Clark made the motion that we sell the lot through sealed bids with a legal add, and Willie Kovalcin 2nd it. The rest of Council was in agreement with the motion. Lonnie and Kyle will take the steps in advertising the property, and Lonnie will look into the legal description including the boundaries before it is posted in a legal ad in the paper. This is to be done by the next (July) Council meeting. The Borough Secretary (Diane) will call the D'Allesandro's to let them know it will go in a legal bid.

BOROUGH SOLICITOR'S REPORT: Nothing to report.

BOROUGH SECRETARY'S REPORT:

The Borough Secretary presented a Resolution (# 2013-10) to choose Chemung Canal, Trust Company as one of the Borough's banking institutions. This motion was made by Keith Long and 2nd by Ellen Lacek. The resolution was carried by all of council (except Mr. Sweitzer who was absent).

ADMINISTRATION REPORT FROM MR. CHRISTINI:

The Borough received a letter from the Actuary (Hay Group) accepting our formal motion to modify the actuarial assumptions in the January 1, 2013 valuation.

Mark Christini mentioned the pictures are ready for us to order. He gave the Borough Secretary a list of the sizes of pictures to order. We will match it to the rest that are on the wall now. All of us want a 5"x7" picture for ourselves.

Concerning the Audit by Tom Thompson, Mark will review it with Tom and bring it to the next Council meeting.

The Towanda Area Education Association donated \$448 to help the Bradford County Veterans Memorial Park. They sponsored a "Dress Down Day" for a cause for Cade that raised this money. Diane K. to send a thank you note to them for the generous donation.

Mark officially welcomed Kyle Lane as the new Borough Manager. Kyle brings many good attributes to the table and we are glad to have him.

Willie made the motion to pay the bills and Jean Miller 2nd it. The rest of Council agreed.

The Borough Picnic will take place on August 9th 2013. Diane will take care of ordering for it.

PUBLIC WORKS: Nothing.

Union Sub-Committee: Nothing.

FINANCE:

Financial Reports: Included in packet.

Planning Commission: No report.

TMA/CBPA Report: Nothing.

Other: Pat Taylor asked about FEMA. Mark asked that Kyle check with Tom about this.

Lonnie said that we should address the issue of turning right on red from Bridge Street, people can't cross the street. Shannon pointed out that the crosswalk does not work for people want to cross from Bridge Street across Main Street. It is not an issue with turning right on red off of Bridge Street. That was one of the issues that PennDOT is studying with the timing of the lights.

There are also a lot of lights out on Main Street that need attended to.

ADJOURNMENT: Meeting called to be adjourned by Ellen Lacek and seconded by Jean Miller at 8:15 PM.



Diane M. Kulick
Borough Secretary

**TOWANDA BOROUGH COUNCIL
SPECIAL MEETING MINUTES
JUNE 19, 2013**

A Special meeting of the Towanda Borough Council was held on Wednesday, June 19, 2013. The meeting was called to order at 7:03 PM by Mrs. Jean Miller, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. Mark Christini was participating via phone for a vote. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini via phone, Mrs. Miller, Mr. Roof, Mr. Taylor (quorum)

ABSENT: Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mr. Sweitzer

This meeting was called for to advertise a proposed amendment to the borough's zoning ordinance in order to ensure compliance with the local ordinance uniformity standards and other requirements of the Unconventional Gas Well Impact Fee Act ("Act 13"), which amends Title 58 (the "Oil and Gas Act") of the Pennsylvania Consolidated Statutes; and to allow for the reasonable development of oil and gas resources in the Borough while properly protecting the health, safety and welfare of the residents of Towanda Borough.

William Roof made the motion for Mark Christini to participate in the meeting via phone. It was 2nd by Shannon Clark and approved by the rest of present Council.

CITIZENS TO BE HEARD: None.

According to Lonnie Frawley we need authorization from Council before it is advertised by the zoning solicitor. The meeting will be held 30 days from today commencing at 7 PM. The purpose of the amendment is to make sure the Borough is in compliance with Act 13 (this insures the Borough to be eligible for impact fee funds).

Mrs. Clark, who is on the borough's Planning Commission said they met the night before (Tues, June 18, 2013). The Commission asked what language in this amendment could be modified if any. Lonnie spoke about the legalities pros and cons. Basically, if we don't pass this amendment, we will not get funds. Funds which we may have already budgeted. Mrs. Clark said the commission could not think of one property in the borough that is not within 500 feet of a building, and wells would be required to be located at least 500 feet from a building. Therefore, this amendment shouldn't affect any borough properties. She said the Commission recommended that the amendment be adopted, as our hands are kind of "tied." This covers Towanda Borough property only and does not affect residences.

Mrs. Clark then asked for a RESOLUTION to advertise for a public hearing by special meeting on July 19, 2013 at 7 PM, by the Zoning Solicitor, also to give the zoning solicitor authorization to modify language and authorization to amend section #3. The results are: Mrs. Clark – yes, Mr. Christini – yes, Mrs. Miller – yes, Mr. Roof – yes, Mr. Taylor – yes. The RESOLUTION carried.

Mr. Taylor made the motion to adjourn the meeting, 2nd by Mrs. Clark at 7:19 PM.

At 7:30 PM, a motion was made to reconvene by Mrs. Clark and 2nd by Mr. Roof, and approved by the rest of present Council members. This was to further discuss and make RESOLUTION that a public hearing will be advertised in the paper before the special meeting that is to take place on July 18, 2013, at 7 PM, in the borough council meeting room. The results are: Mrs. Clark – yes, Mr. Christini – yes, Mrs. Miller – yes, Mr. Roof – yes, Mr. Taylor – yes. The RESOLUTION carried.

Mrs. Clark made the motion to adjourn the Special Meeting, 2nd by Mr. Taylor at 7:38 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough Council
Meeting Minutes
July 1, 2013**

The regular meeting of the Towanda Borough Council was held on Monday, July 1, 2013. The meeting was called to order at 7:02 PM, by President Mark Christini, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer, Mr. Taylor

ABSENT: No one.

Bid Results for Borough Roof Replacement & Exterior Improvements: Jason Clapp (Strosser Architecture & Conservation) was present for the opened bids for roof replacement and exterior improvements to the municipal building. Each bid has 3 different numbers for bid amounts were asked for: #1 Base Bid is the entire project - roof repair, window repair and painting, and new lights on the exterior. The # 2 base bid eliminates the lighting part of the project, and the #3 base bid eliminates the window repair and painting. So the roof repair was the most important thing that is needed. Four bids were received from the following: John Stilloe Construction, Inc of Endicott, NY; Middendorf Contracting of Towanda, which provided only #1 base bid. Budget Renovation and Roofing of Shamokin, PA; and T-Ross Brothers Construction of Milton, PA. John Stilloe Construction, Inc had the lowest base bid amount over-all for the #1 base bid (\$109,990). After much discussion Shannon Clark made the motion of accept this bid and Paul Sweitzer 2nd the motion. It was Ok'd by the rest of Council to accept the bid of John Stilloe Construction, Inc. for #1 base bid. This will be awarded to John Stilloe Construction, Inc. pending that everything in the bid is in the proper order.

Joe Dougherty, who is the leader of the BCVMP (Bradford County Veterans Memorial Park) project, was a visitor who spoke on the progress of the project. Jason Clapp also spoke extensively on the progress of this project that they want to be completed this year. They made some changes in the design of the project. They made more paths (2), 6 stones now to celebrate branches of service including Congressional Medal of Honor. Phase 1 is complete - \$73,000. Phase 2 - will send out for bid next week estimated at \$187,000. Phase 3 would be around \$73,096. Some concerns are if they are able to go to bid, and are the monies supposed to be there before it is spent? The paving has to be done by late October early November to get it done this year. Mr. Dougherty made known that the individual paver money is public money and not to be used - is protected money. It was also noted in discussion, that the paver program is still on-going, and the public should be made aware of it. It was also mentioned that the public and/or potential donors be made aware that there is an urgency for money now to get this next phase going. It was suggested that it would be a good idea to get the newly revised plan in the newspaper (James Lowenstein from the Daily Review was present). One of the plan pictures was chosen for this. Jason asked that July 8, 2013, be the bid date on the next phase of BCVP. On August 1st at 4 o'clock, bids will be opened and presented to Borough Council at meeting on August 5th. William Kovalcin made the motion to do this with Ellen Lacek 2nd it. All the rest of Council was in favor.

Citizens to be Heard: Mr. and Mrs. Richard Latimer of 208 North Main Street wrote a letter to the borough concerning the property next door. Problems are bushes that are overgrown onto their carport, trash that is traveling on to their property, dogs that have done damage under the Latimer's fence. Also, there are health concerns because of dog feces present with kids playing in the back yard. Jim Haight said the problem has been on and off at this property and will look into the situation and try to get it resolved. None.

Approval of previous month's Minutes: A correction to the minutes of June 3, 2013, on the possible advertising of land near the John B. Merrill Parkway that is owned by the borough. The minutes state that "The stipulation would be that something taxable is put on it." Mark said that there is no stipulation that something taxable be built on it. The last property that sold had this stipulation, but not this time. Minutes would be corrected to reflect the correct statement, and the minutes were approved by Ellen Lacek 1st, and Pat Taylor 2nd, and approved by the rest of Council.

The Special Council meeting held on June 19, 2013 - minutes were approved by Pat Taylor 1st, and Ellen Lacek 2nd, and approved by the rest of Council.

Fire Chief's Report: Bill Roof reported that there were 13 calls for the month (5/30 to 6/28), nothing serious. Some repairs being done in July.

Fire Board Report: Currently, nothing to report on equipment. Apparatus: Tower 2 has vacuum problem - hydraulic leaks. Engine 4 has a vacuum problem. Squad 5 had to be jump started. Squad 7 need to start turning the radio off – had to jump start. Training will be posted. He shared the information from the last borough council meeting that the parkway will not be shut down when they are having 5K runs. The fire department has a leak on the backside that may be from the eve troths being clogged. They are still looking into it.

Mayor's Report: Officer Hennessy and K-9 Moro passed certification again this year. Hometown Hero's Banner dedication was very nice. The Mayor mentioned the First Friday Independence Day parade at 7 PM on Main Street. Grace Bell is going to be the Grand Marshall of the parade. He related that he spoke with a WWII Veteran at the Hometown Hero Banner dedication who has just in the last year started sharing about his experiences in the war. He was involved in many missions, and the Mayor was moved in talking to him.

Police Chief Report: Chief Epler reported that Officers Edsell and Hennessey attended the Big Brothers Big Sisters Touch a Truck event held at Towanda Airport. The next phase of the aggressive driving grant is beginning and Officer Edsell attended a mandatory school for MCSAP in Harrisburg. The 5 new computers are up and functional. Visual Alert 2 has been installed and running and officers attended training on it at Towanda High School. Currently an IT person is working on the network and problems when needed. Still working on the scanning problem, but the fax is working. There was a resolution proposed by Paul Sweitzer to continue with the DUI Grant that the police administrate. It was seconded by Jean Miller, and the rest were in agreement - **Resolution 2013-13** carried. It was brought out about the amount of time it takes to do paperwork and look into incidents. It's very time consuming and costly.

Code Enforcement Report: Jim Haight told of the Borough truck being stolen. It was wrecked, but maybe fixable. However, they are waiting on the insurance company to let them know what they want to do.

Jim went over the permits and violations and much discussion occurred. Mark said that we need to crack down on the violations of the codes. If the borough has to clean the yard up – we need to send them a bill. If they don't pay you can get a lien on the property. We need to chip away at the worst ones. We need to keep our ears and eyes open on this.

Motion made to approve the 2 routes for the 5K runs and not close the parkway. Pat Taylor made the motion, and Paul Sweitzer seconded it, with all in favor.

Code Enforcement/Public Works Report: Nothing reported.

Administrative

Borough Manager's Report: Helen is retiring effective Oct. 11, and Kyle has written her job description and we would like to get her replacement picked and trained before she leaves. Kyle Lane met with union official Bob Hugg. Mr. Hugg stated that with 1 employee going out of the union due to confidential job duties as Controller, when we pick an assistant to do Accounts Payable that will also assist Fred Johnson, it will be a wash. Susan Miller's title will change to Controller; therefore she will be able to reconcile the Accounts.

Concerning the Flood Insurance Maps, Kyle called Hunt Engineering and met with Darrin Rathbun and Tim Steed. They suggested that they do engineering, flow rates and elevation. He wants us to take the as built prints from the Mix run upgrade and the as built from the Parkway. We are looking for College

run as built and they are going to plug them in to FEMA model and see how it changes it. Then there will be a conference call with them before we decide to hire an engineer and surveyor.

The State Auditor findings on the Police Pension Plan need a verbatim from Act 600. Keith Long made the motion to amend the 328-8 by ordinance, the current police pension plan. Paul Sweitzer seconded it with the rest of Council in favor. Lonnie Frawley will work on changing the language. The next will be a new ordinance that the bargaining unit no longer has their pension from Principal but from the Teamsters which has never been changed. It has to be formally introduced that the union represented employees received their pension from the Teamsters. All were in favor for this to happen also. Lonnie will draft a new ordinance.

We need to declare an official pension administrator of all the pension plans that fall under Act 205. Kyle V. Lane, Borough Manager, will be the administrator – motioned by Paul Sweitzer and seconded by William Kovalcin with all of Council in favor.

We purchased the Dallas Data Systems software and begin installation to update the Borough network. Ellen Lacek made the motion and Jean Miller seconded it with the rest of Council in favor. The price quoted is \$10,430.57.

It was motioned by Paul Sweitzer, and William Kovalcin seconded it to increase Kyle's purchasing limit to \$10,000. The rest of Council was in favor. TAPS #28 will have to be changed and Kyle will look into increasing the limits for other department heads.

There is a junk list attached from the sewer plant that we are going to scrap. The skate park equipment that is down there will not be scraped yet. Paul will check to see if it can be set up somewhere in the Borough.

Our Comcast cable TV Franchise expires December 31, 2013. Kyle is in contact with a representative of Comcast. The first step is to have a public hearing meeting to let the community voice their opinion. Reps of Comcast will come to the public meeting and answer questions of members of the public. After that there will be a meeting with them concerning a formal or informal contract with them. Kyle said to keep in mind that we need to have people willing to purchase the plan. Kyle said that the research he has done on this indicates that it should be started 3 years before the contract runs out. We have 3 months. He thinks we should extend it for a year. Kyle will continue to do the research.

Public Works – Finished Hometown Hero banners, Harry is rebuilding the street sweeper. They cleaned several storm drains and mulched the flowerbeds on the Parkway. Third Street problem – a major cave in/sinkhole in the street. Tom is working on getting the money from FEMA for the project. Kyle got a call from PEMA and they asked if the project was completed. He told them that FEMA has not given us the money to get this done.

Doreen Secor contacted Kyle for the Tax Collection Committee. Council appointed Kyle, Susan and Diane to represent the Borough. This motion was made by Ellen Lacek and seconded by Paul Sweitzer with the rest of Council in favor.

Borough Solicitor's Report: Bob Cooper was the high bidder for the Borough property and is represented by Mark Smith. Mark said there is no deed from PENNDOT for the property and turn back agreement. The Pedro property has the same turn back. A subdivision application should be submitted for both Cooper and Pedro properties.

At the special meeting in June for Act 13 Council passed resolution to advertise it in the paper for a public comment special meeting to be held on July 18, 2013, with a vote from Council on passing the amendment to Act 13. He asked that a resolution again be passed to have this special meeting to do these things. **Resolution 2013-15** was proposed by Paul Sweitzer and seconded by Ellen Lacek with the rest of Council voting yes – resolution carried.

Borough Secretary's Report: Nothing reported.

Borough Council President Administrative Report: Mark summarized the audit done by Thompson Morgan & Co. of Towanda. There were no significant findings, 2 things came out of it: #1 it was suggested that we have an asset and/or inventory list. #2 Tom Thompson suggested that we have a better way of doing our accounting recording so that it would be easier to sift through the records. The new software should help make that happen. Mark and Kyle are very impressed with Tom Thompson's firm.

Tomorrow Mark and Kyle will be meeting with Ms. Lowery from the State Auditor General's Office to talk to her about what we accomplished tonight. We don't want to lose state funding do to the items that we were not in compliance.

Executive Session was called for at 9:14 PM.

Meeting reconvened at 9:24 PM after Executive Session.

Union Sub-Committee Report: Nothing reported.

Finance & Administration

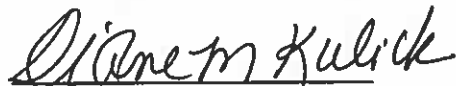
Financial Report: Paul Sweitzer made the motion to pay the bills that were presented in the financial report and Jean Miller seconded it with the rest of Council's approval.

Planning Commission: Shannon summarized the meeting that was held to discuss Act 13 amendment and recommend accepting it when it comes to vote. On the issue of Yard Sales, they don't think is feasible to have an ordinance to regulate them.

TMA/CBPA Report:

Other: Pat Taylor asked about converting vehicles to natural gas. Kyle said there are so many requirements, including a vehicle weight requirement for vehicles - under 17,000 lbs. All of the Borough's vehicles under that are very old. Progress Authority is working on this, but there is much work involved to get a grant. A lot of red tape and Lauren Hotaling is checking into it.

ADJOURNMENT: Meeting was adjourned at 9:27 PM made by Paul Sweitzer and seconded by Ellen Lacek.



Diane M. Kulick

**Towanda Borough Council
SPECIAL MEETING
Meeting Minutes
July 18, 2013**

A Special Meeting of the Towanda Borough Council was held on Wednesday, July 18, 2013. The meeting was called to order at 7:06 PM, by President Mark Christini, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called as follows:

PRESENT: Mrs. Clark, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Taylor
ABSENT: Mr. Christini, Mr. Roof, Mr. Sweitzer

Citizens to be Heard: None

This meeting was held specifically for public comments on proposed amendments to the Borough Zoning Ordinance for compliance and consistency with the Municipalities Planning Code, and Chapters 32 and 33, Act 13 dealing with the regulation of Oil and Gas Operations.

With no citizens to be heard Council voted on the resolution that was proposed by Shannon Clark and 2nd by William Kovalcin. The other Council members present Mrs. Lacek, Mr. Long, Mrs. Miller, and Mr. Taylor voted yes on the proposed resolution. The motion was carried for **Resolution # 2013-16**.

Meeting adjourned at 7:15 PM by Mrs. Clark and seconded by Mr. Taylor.


Diane M. Kulick

**TOWANDA BOROUGH COUNCIL
MEETING MINUTES
August 5, 2013**

The regular meeting of the Towanda Borough Council was held on Monday, Aug 3, 2013. The meeting was called to order at 7:05 PM by Chairman Jean Miller, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Taylor

ABSENT: Mr. Sweitzer, Mr. Christini

CITIZENS TO BE HEARD: Carolyn Pepper

MINUTES: A motion was made by Mrs. Lacek and seconded by Mr. Kovalcin for approval of July 1, 2013 Council minutes as written, and was approved by the rest of Council.

Secretary Kulick read a letter written by Carolyn Pepper on behalf of her daughter who lives at 114 Charles Street in the Borough. Her letter asked that "Cats" need to be included in the current borough's ordinances that only address "Dogs."

There is a growing population of cats from a neighbor's house that come over to her daughter's property and spread their feces and tear up her flowers. The smell of cat urine is in their home also. Her daughter has watched these cats come and go from this certain house. This subject was talked about extensively. Several comments were made and they include that fact that you cannot police cats like you can dogs. Vicki Wells of Code Enforcement is working with them to try to get this under control. We will look into what other boroughs may have done and check the State Association of Boroughs for information. Mr. Haight was not aware of this problem and will check with Vicki Wells on it.

FIRE CHIEF'S REPORT: Working on the tower hydraulics. Some training taking place. Concerning the Halloween Parade, the Fire Dept. is considering changing the parade route to line up on the parkway instead of Lombard Street because of safety concerns. Maybe we could change this next year, as this year's permit has already been sent in to the state. Council discussed this idea extensively also and it will be considered for next year.

FIRE BOARD REPORT: As written.

MAYOR'S REPORT: Hennessey and Moro attended the parade in July. He was a big hit with the children. The lights on Gateway Park are not working, along with a couple of lights on the bridge. Also, the trees need trimming over at the BCVMP.

POLICE CHIEF REPORT: A Civil Service Commission meeting will be held and was advertised in the local paper. Chief Epler reported on the 2 nd Wave of Aggressive driving, which started on July 9, and continuing through August 15, 2013. July 4 th weekend the Towanda Police Dept had a Sobriety Check point in Wysox Twp. They also did several DUI Roving patrols on this weekend. Towanda Police Dept also took part in First Friday 4 th of July parade. Officers Hennessey and Moro attended the annual Kids Day at Hurley's Supermarket. The computer system is running smoothly. Mr. Long told the board that there will be a Police Civil Service Meeting on August 15 th to discuss hiring part time patrolman.

CODE ENFORCEMENT REPORT:

Mr. Haight reviewed zoning, permits and violations. He also said that there will be a sponsor welcoming party at the Pickering Winery for all Riverfest donators and helpers.

Parking report is as printed.

ADMINISTRATIVE:

Borough Manager's Report: Did some tree trimming around the borough. On Washington Street, an electric pole is leaning and Penelec has been contacted. They are willing to replace it, but Mr. Lane wants to bury the line as it is just lights that are on the pole. The gas company is not willing to let us do that until they talk to us.

Lonnie is working on the new ordinance from the State Auditor findings to be presented in September.

The new software will be here in October and the new sewer is scheduled for the 1 st of September.

The Borough would like to maybe sell the old street signs. Would like them to stay local, but not really sure how to do this. Need to come up with a plan.

BCVMP bids for Phase 2 project were opening on August 1, 2013. The amount \$144,950 from Middendorf Contracting was the low bid. This was presented by Mr. Lane for a motion to accept if the engineer accepts the bid as OK. Mr. Long made the motion with Mr. Kovalcin seconding it. The rest of the board was in favor, so it was accepted.

TAPS need updating as they apply to the current time, and we need to form a Committee that includes Mr. Lane and Mr. Christini. Mr. Taylor to be on the committee also.

Mr. Doherty talked about the BCVMP. Laser graphics are being done on 4 th panel. Pat Taylor read a letter from Mr. Doherty that was about our military personnel who gave all – 2.8 million loses in the wars. This letter will be printed on the panel.

Read a letter from Mrs. Marguerite Fox Picou, 31 Walnut Street concerning speeding on Walnut and North River Street. Mrs. Picou requested that speed bumps be put in. Speed bumps would affect drainage. Mr. Lane will talk to Mrs. Picou to follow up

College Run is ongoing maintenance. Borough employees are cleaning it out every time is rains. We are working on FEMA to give us the money needed for this project.

BOROUGH SOLICITOR'S REPORT: Resolution #2013-18 - To advertise recommendation of Auditors to formally introduce the bargaining unit has their pension with the Teamsters proposed by Solicitor Frawley. Motion was made to do this by Mr. Kovalcin and seconded by Mrs. Lacek and motion carried.

Mr. Frawley mentioned Second Street and all the signage on it – it appears cluttered. Numbered signs are rented from 8 to 5 PM. Ones that aren't rented just have the numbers on them. Mr. Haight said they should not have reserve signs if they are not rented.

BOROUGH SECRETARY'S REPORT: Mrs. Kulick had a resolution for new employee Stacy Schoonover (Accounts Payable) to be able to use the Citizens & Northern Bank online banking. Motion was made by Mr. Kovalcin and seconded by Mrs. Lacek. Resolution #2013-17 carried.

Mrs. Kulick said that there was a need for a Library Liaison

Mrs. Kulick read a letter from Jay Cory, General Manager of Ben Franklin ask that we close off Washington Street from 3 PM to 8 PM, on First Friday for the rest of the year. We need to need more information from him to be able to discuss this.

ADMINISTRATION REPORT FROM MR. CHRISTINI: Mark is on vacation this month.

PUBLIC WORKS:

Union Sub-Committee:

FINANCE: The motion was made to pay the bills was made by Mr. Kovalcin and seconded by Mr. Taylor.


Financial Reports: Included in packet.

Planning Commission:

TMA/CBPA Report:

Other:

ADJOURNMENT: Meeting called to be adjourned by Mr. Kovalcin and seconded by Mr. Taylor at 8:15 PM.


Diane M. Kulick
Borough Secretary

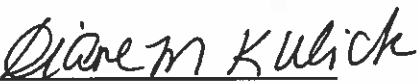
**TOWANDA BOROUGH
BCVMP PHASE 2 - BID OPENING
AUGUST 1, 2013**

The meeting to open the BCVMP Phase 2 Bids was held on August 1, 2013 at 4 PM. The meeting was attended by Jason Clapp, Kyle Lane, Tom Fairchild, Diane Kulick, James Loewenstein (Daily Review), Joe Doherty, Willy Rowe – Middendorf Contracting, Ed Chilewski – Chilewski Enterprises and a D&M Construction Unlimited Representative. The architect's actual estimate of the project was \$186,685.

A total of 3 bids were received:
Middendorf Contracting @ \$144,950.
D&M Construction Unlimited @ \$179,023
Chilewski Enterprise @ \$158,500

Middendorf Contracting was the lowest bidder @ \$144,950. Jason Clapp will do a bid recommend letter for the contract after he reviews the bid. Construction start will be around September 1, 2013, before the paving plants shut down for the season.

Meeting ended at 4:25 PM.


Diane M. Kulick
Borough Secretary

**TOWANDA BOROUGH COUNCIL
MEETING MINUTES
SEPTEMBER 3, 2013**

The regular meeting of the Towanda Borough Council was held on Monday, September 3, 2013. The meeting was called to order at 7:03 PM by President Mark Christini, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mr. Christini, Mrs. Clark, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer,

Mr. Taylor

ABSENT: None

CITIZENS TO BE HEARD: None, but a letter was read from Jay Cory concerning a delivery problem behind Ben Franklin store. He requested that we take out a parking space, cut branches and make an area behind the building a no parking-no loading zone so the tractor trailers can get the shipments for the store easier. Mr. Frawley said that if sanction is needed, it has to be in the form of ordinance. Plus, a no parking sign should be put up (not paint on pavement). Mark will talk to Mr. Cory.

MINUTES: A motion was made by Mr. Taylor and seconded by Mr. Sweitzer for approval of August 1, 2013 meeting minutes of the BCVMP Phase 2 Bid Opening, with all in favor of the minutes from this meeting approved as written.

A motion was made by Mr. Sweitzer and 2nd by Mr. Kovalcin approving the last council meeting minutes from August 1st, 2013 Council Meeting. All the rest of council approved.

FIRE CHIEF'S REPORT: Had 17 calls for month. Went to Wyoming County Fair with ladder truck to rescue 15 people off a stuck ferris wheel. Channel 16 was also there filming. Hydraulics are not fixed yet but they can still use them. Someone will be here to fix them this month. The department is looking for someone else to do maintenance that will get fixes done faster and is more reliable.

FIRE BOARD REPORT: As written.

MAYOR'S REPORT: He gave a thank you for Riverfest. Electricity problem on Friday night, however, got the lights fixed on the bridge and Mayor Miller thanked Mr. Lane and Mr. Haight for taking action.

Mayor Miller made mention of the shooting of Ross Township PA officials in the municipal building that occurred in August during one of their monthly meetings.

POLICE CHIEF REPORT: Report as written plus - Chief Epler talked about the staffs "in service" training at Towanda High School. The Edge is also preparing school personnel for the start of school this year.

The Police Committee Chairperson, Mrs. Miller reported that there was no meeting for this committee. Mr. Long is on the Police Civil Service Committee who held a meeting for the purpose of maybe starting another potential police patrolman for when we need them. They would have to take the civil service test to qualify. They would like to compile a list of potential candidates.

Chief Epler needs a part time patrolman in the future. A motion was made by Mr. Sweitzer and 2nd by Mrs. Miller with the rest of council in favor to add names to the civil service hire list.

Chief Epler said they have not heard about the "cops in school" grant yet.

CODE ENFORCEMENT REPORT:

Mr. Haight reviewed zoning, permits and violations. 101 Main Street property owner has a permit to fix that problem. 812 Main Street has a new owner and they are working on it. Rental Inspections were all good for the first time. There are no zoning issues this month.

Mr. Christini mentioned the Cat item that came up in August, and if any action was taken to resolve the situation. Mrs. Lacek mentioned that they can trap the cats and send them to East Smithfield Shelter. Mr. Taylor talked to the Borough Secretary in Eagles Mere, and she said they just "don't feed them." They trapped a lot of them and took them to animal shelters at a cost. Simply not feeding them was the best thing they did to alleviate the problem. Mrs. Lacek said that this is a legislative issue just as dogs were years ago. Not much you can do. Mr. Christini asked Mr. Haight to contact Mrs. Carolyn Pepper to let her know that we discussed this and there is not much we can do about it. Mr. Haight said that he will let Ms. Wells know and she will be contacting Mrs. Pepper. This same problem was discussed in the meetings in the mid to late 1990's.

Parking report is as printed.

ADMINISTRATIVE:

Borough Manager's Report:

The Borough building painting project is just about done. Mt. Lake Electric is doing the lighting for us.

The BCVMP parking lot and stair well with retaining wall will be started this week by Middendorf Contracting.

Mr. Lane said concerning College Run, Tom Fairchild has asked do we use liquid fuels to fix until we get FEMA monies. We have to fix this (in agreement) and a motion is needed. We have over \$100,000 in liquid fuels and our Borough Crews will do the 90% of the work. Mr. Taylor made the motion to use liquid fuels to fix College Run and Mr. Kovalcin 2nd it, with the rest of Council voting approval.

The Arle (App. for Traffic Signal Approval) grant has 3 different parts to it that needed a resolution for each as follows:

- #1) Elizabeth & River – proposed by Mr. Long, 2nd by Mr. Sweitzer, and **Resolution #2013-19** carried by the all of Council
- #2) Main & Bridge – proposed by Mr. Long, 2nd by Mr. Sweitzer, and **Resolution #2013-20** carried by the all of Council.
- #3) Main, Farley & Franklin – proposed by Mr. Long, 2nd by Mr. Sweitzer, and **Resolution #2013-21** carried by all of Council.

The "old" Towanda Borough street sign sales start on Monday, September 9th at 10 AM. It will be on a first-come-first serve basis. The sale of these signs @ \$20 was proposed by Mrs. Clark and 2nd by Mrs. Lacek, with the rest of Council approving. This is on a first-come, first-served basis.

Manager Lane read a letter from a citizen of 10 William Street who wished to have a handicapped parking sign be located in front of her house. She received permit no. P09615E, expiring 9-18 from PENNDOT, Bureau of Motor Vehicles. This was made a motion to approve by Mr. Sweitzer and 2nd by Mr. Kovalcin with the rest of Council approving.

There was also a motion to take Mrs. Douglas' (on the same street) handicap parking sign out, as she has moved out of the area. This was proposed by Mr. Kovalcin and 2nd by Mr. Taylor. This sign will go in front of Mrs. Patton's home.

The finance and administration meeting was moved to November 26th (Tuesday before Council Meeting) because of Thanksgiving and the Borough Council moved the December meeting to Tuesday, December 3rd at 7 PM. This was proposed by Mr. Sweitzer and 2nd by Mr. Kovalcin with the rest of Council approving.

Manager Lane talked about Riverfest and the CBCCC (Central Bradford County Chamber of Commerce) plan to collaborate with the Borough on running it next year. Mary Ann Harris won't be doing it next year. The CBCCC has a lot of energy to do this and maybe bring it up the side streets to Main Street. Mr. Haight said that there is no electricity up the side streets. Mark read a narrative of what Riverfest is to some people, and asked "Do we like Riverfest like it is? It attracts vendors and is an old fashioned community get together, and most of council agreed that people enjoy it and drastic changes to it may not be good and let's keep it the same. It is the borough's Riverfest. Kyle will be the borough overseer to make sure that the CBCCC follows what we want to see happen.

The question is, "Should the Chamber be invited to participate or share in duties of Riverfest?" The CBCCC planned on hiring someone to help plan for it now. We need to start planning for next year now.

Also, incentive needs to be done for employees that work at Riverfest – Comp time or \$ Dollar choice. We could have Chamber people placed on committees. The consensus was shown to work with CBCCC on Riverfest and Kyle will be the intermediary. Kyle has no problem making sure that what the borough wants is not lost.

Pension MMO for 2014 needs \$44,000 put it in the budget for next year. The motion was made by Mrs. Lacek and 2nd by Mrs. Miller with all the rest of council in favor.

BOROUGH SOLICITOR'S REPORT:

Resolution 2013-22 was made by Mr. Sweitzer and 2nd by Mrs. Lacek that non-uniformed employee's pension plan for union employees with the New York State Teamster's Conference Pension and Retirement Fund, which is dated May 18, 2004, is hereby adopted by the Borough of Towanda, Pennsylvania effective May 18, 2004. Resolution was carried by all of council.

Solicitor Frawley drafted ordinance for Act 600 that reads **verbatim** for cost of living increase & college attendance be advertised and acted upon at the October 7, 2013 meeting. Motion was made to do this by Mr. Long and 2nd by Mrs. Lacek with the rest of council in favor.

After adoption the new ordinance is to be sent to General Code in Rochester, NY for printing.

BOROUGH SECRETARY'S REPORT:

ADMINISTRATION REPORT FROM MR. CHRISTINI: Mr. Christini asked that we approve a **Resolution #2013-4** Salaries & Wages that should have been put in the March 2013 minutes. Motion was made to approve Resolution #2013-4 by Mrs. Lacek and 2nd by Mr. Kovalcin. Resolution was carried by all of council.

Also, we have a verbal commitment from Tom Thompson to do the 2013 Audit by May 31, 2013.

PUBLIC WORKS:

Union Sub-Committee:

FINANCE: The motion was made to pay the bills was made by Mr. Sweitzer and seconded by Mrs. Miller.

Financial Reports: Included in packet.

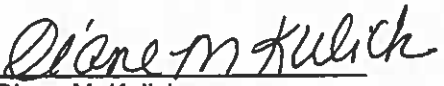
Sept 3, 2013 Minutes

Planning Commission: Nothing.

TMA/CBPA Report: Nothing.

Other:

ADJOURNMENT: Meeting called to be adjourned by Mr. Sweitzer and seconded by Mrs. Lacek at 9:00PM.


Diane M. Kulick
Diane M. Kulick
Borough Secretary

**TOWANDA BOROUGH COUNCIL
MEETING MINUTES
OCTOBER 7, 2013**

The regular meeting of the Towanda Borough Council was held on Monday, October 7, 2013. The meeting was called to order at 7:02 PM by Council member Mrs. Miller, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Taylor

ABSENT: Mr. Christini, Mrs. Clark, Mr. Roof, Mr. Sweitzer

CITIZENS TO BE HEARD:

Liz Sterner from Comcast. Ms. Sterner Comcast Senior Director, Government Affairs spoke about changes in Towanda's cable which would include increasing digital, HD and video on demand. The current borough agreement is ending at the end of this year. We currently have a draft of the new agreement. As part of the conversion, current subscribers would need to swap out their cable converter boxes to a new one. After this occurs, Comcast will convert the Towanda system to all digital channels. There is no plan for Comcast to raise the rates. This will give the customers more digital channels, more HD channels and video on demand. Some questions were asked by the attendees.

MINUTES:

A motion was made by Mrs. Lacek and 2nd by Mr. Taylor, approving the last council meeting minutes from August 1st, 2013 Council Meeting. All the rest of council approved.

FIRE CHIEF'S REPORT:

Mr. Roof was absent. The report had 10 total incident counts form September 1 thru September 30, 2013.

FIRE BOARD REPORT:

As written.

MAYOR'S REPORT:

Mayor Miller reported that the chief and officers from TPD has been training students, administrators and teachers to identify threats and hazards that could possibly occur at their schools. The training included multiple courses of action for a given scenario to reflect the different ways it could unfold. This helped everyone to identify what courses of action to take in the event of violence or emergency.

Mayor Miller mentioned how nice the retirement party for Helen Wilcox was, and thanked Manager Lane and Mr. Haight for arranging to have the street lights that were out fixed.

POLICE CHIEF REPORT:

Chief Epler reported about the emergency training that the Mayor talked about above. The scenario was that there was a student with a firearm in the school that had not discharged it. The PA State Police, Bradford County Probation Dept and Bradford County Corrections Office personnel participated in this event. This was practiced 4 times the cover the entire staff. Officers Edsell and Lake attended ARIDE (Advanced Roadside Impaired Driving Enforcement) school in Old Lycoming Twp. Currently 6 TPD officers are now trained in this specialty. Officer Hennessy and Moro attended First Friday and were Schools the first day; all officers have been visiting the schools throughout the month. Chief also commented that DUI arrests were way up so far this year.

CODE ENFORCEMENT REPORT:

Mr. Haight reviewed the Permit, Compliance, Rental Inspections and Zoning Code reports. Manager Lane personally thanked Mr. Haight and the borough employees for redoing the rock line up at Memorial Park.

The Michaels' property is going up for sheriff (tax) sale soon. Mrs. Wells will let him know the date of the sale.

Parking report:

There was 51 \$10 tickets of which 1 was forgiven and 4 were excused.
18 tickets were paid within 48 hours (\$180).
20 tickets were paid after 48 hours (\$200).
4 tickets went to Magistrate as citations.

Parking Report (continued):

The revenue from parking in September was \$11,010 (due to some paying for the whole year).
The hours spend on parking was 10 for September.

ADMINISTRATIVE:

Borough Manager's Report:

Manager Lane reported on the borough building project. The Roof and Painting are done, and the garage doors have been scrubbed clean and look great.

Phase 2 of the BCVMP has begun and the sidewalk under the bridge has been poured. The footers and wall have been laid. The project is moving along.

Third Street College Run is in the final design phase by Stiffler-McGraw. The Borough has applied for an emergency permit with DEP and will begin work as soon as possible.

Concerning FIRM Maps, Had 81 map & proposed one looks incorrect. Hunt Engineering has provided the Borough with the data to appeal the proposed FIRM map, as they have areas of the Borough in the flood zone that really are not flooded. Manager Lane recommended a motion be made to send a letter to the affected home owners with a note for them to complete and return to us. This note for FEMA says that the flood from Tropical Storm Lee did not affect them. Mrs. Lacek made the motion to send letter to Borough residents that would be affected by the FIRM maps that includes their properties as part of a Flood Zone. Mr. Kovalcin 2nd it with the rest of council in favor. Motion was carried. Hunt Engineering feels that we have a good case to appeal it if the citizens get the letters back to us in time. The overall deadline is November.

So far the sales of the old street signs have brought in \$2020. We need to come up with a plan to get rid of the rest of them.

The 400 block of Main Street needs funding for sanitary sewer line & storm drain, plus engineering fees. However, we can't use the grant for Engineering or architect fees. Dennis Phelps from Trehab sent in a silent donor proposal.

Concerning College Run on 3rd Street, the Contractor met with one that does site control. It would be over \$80,000 to secure the work zone alone. The first phase would be geogrid and concrete. A Colorado company came today to look at the site. We may be able to use large stones and stabilize the work area ourselves. We also filed an Emergency Permit.

BOROUGH SOLICITOR'S REPORT:

Ordinance # 2013-13 was proposed by Solicitor Frawley, and it deals with the Police Pension Fund. A motion was made by Mr. Taylor to accept the ordinance as a resolution. **Resolution 2013-3** was 2nd by Mr. Kovalcin with all the rest of Council present voted yes, and motion carried.

BOROUGH SECRETARY'S REPORT:

Mrs. Kulick asked Council to establish a Trick-or-Treat date. It will be Thursday, October 31st from 6 PM to 9 PM.

Mrs. Kulick also asked Council to establish a date for bagged leaves to be picked up at borough citizens' curbs. The start date for this will be Tuesday, November 12th; crews will begin in the 1st Ward and proceed north, street-by-street until the town is completed.

Mrs. Kulick made mention of the liquid fuels memo in the packet, and Manager Lane explained what it means.

Mrs. Kulick read a letter from Donna Valoroso requesting a handicapped parking spot be placed in front of her mother-in-law's house. Council agreed that it should be done by permit only. This motion was made by Mrs. Lacek, 2nd by Mr. Kovalcin with the rest of Council present voting yes.

ADMINISTRATION REPORT FROM MR. CHRISTINI:

Mrs. Kulick presented Mr. Fairchild's work time to Council for approval. Mr. Christini checks Mr. Fairchild's time records first before Mrs. Kulick receives it to present to Council. Mr. Kovalcin made the motion to pay Tom's time for September 2013, Mrs. Lacek 2nd it; with the rest of Council voting in agreement (yes).

PUBLIC WORKS:

Union Sub-Committee:

FINANCE:

The motion to pay the bills for September was made by Mr. Long, 2nd by Mr. Taylor; with the rest of Council present voting in agreement (yes).

Financial Reports:

Included in packet. There will be a budget meeting scheduled, and Manager Lane will tentatively present a rough draft of the 2014 budget at the November Council Meeting.

Planning Commission: Nothing.

TMA/CBPA Report: Included in packet

Other:

Concerning the Steven Michaels property, any money from a judicial sale of this property is to be turned back. Motion was made by Mrs. Lacek and 2nd by Mr. Kovalcin for Solicitor Frawley to file a lien on this property on behalf of Towanda Borough. This was approved by the rest of Council members present (yes).

Also, motion was made by Mrs. Lacek and 2nd by Mr. Kovalcin that Mr. James Haight is allowed to carry over the balance of his vacation. This was approved by the rest of Council members present (yes).

ADJOURNMENT:

Meeting called to be adjourned by Mrs. Lacek and 2nd by Mr. Taylor at 8:19 PM.



Diane M. Kulick
Diane M. Kulick
Borough Secretary

**TOWANDA BOROUGH COUNCIL
MEETING MINUTES
NOVEMBER 4, 2013**

The regular meeting of the Towanda Borough Council was held on Monday, November 4, 2013. The meeting was called to order at 7:01 PM by Council Vice-President Sweitzer, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer & Mr. Taylor

ABSENT: Absence-Excused Mr. Christini & Mrs. Lacek

CITIZENS TO BE HEARD:
No Citizens to be heard.

MINUTES:

A motion was made by Mrs. Miller and 2nd by Mr. Long, approving the last council meeting minutes from October 2013 Council Meeting. All the rest of council approved.

FIRE CHIEF'S REPORT:

Chief Roof said there were only 7 calls in October.

FIRE BOARD REPORT:

Chief Roof jumped to the fire board report to talk about the repairs which came out of the certification (inspection) that they had on apparatus used by the fire company. They took Tower 2 to New Jersey for the repair of two emergency power units, the nozzle of the monitor on top of the tower burned out including the circuit boards and motor. The other problems were items needed such as hydraulic hoses and two tires. It's been several years along that these problems have come about. The Tower has been in New Jersey getting fixed for a month and will probably be there another month to have the repairs completed. The estimate of repair work comes to \$25,860.22. Chief Roof asked that the Borough agree to pay the bill when the repairs are completed. The company doing the work is ready to go, but needs confirmation that the bill will be paid. Mr. Sweitzer said that this amount for repairs is reasonable considering as this apparatus was bought for \$40,000, and so far had put \$30,000 of work into it before this current needed repair. The cost new would be triple or more what the Fire Company paid for it. Since the bill was quite large it was decided to call for a motion to pay for the repairs. Mr. Kovalcin made the motion to pay the bill, and Mr. Long 2nd it. The vendor we are using has been used before and has a good reputation. The rest of Council approved.

MAYOR'S REPORT:

Mayor Miller thanked the Towanda police and the fire police for their excellent coverage for Trick-or-Treat night. He also signed "White Cane Days" declaration proclamation last week.

At this time, Chief Epler passed out a Towanda Police Dept schedule for an example to show Council that his dept has a need for another FULLTIME Police officer. The schedule shows a total of around 24 hours of uncovered time that needs filling almost every week.

The Mayor said he met with Chief Epler last week, and at this time in the meeting an **Executive Session was called for by Vice-President Sweitzer at 7:05 PM to discuss Personnel issue.**

Executive Session ended and regular Council meeting resumed at 7:45 PM.

At this time Vice-President Sweitzer asked Mrs. Miller to address the Council, and Mrs. Miller said that Council discussed hiring a FULLTIME police officer in December 2013. Mrs. Miller made the motion to hire a FULLTIME police officer in December 2013. This was 2nd by Mr. Taylor. The rest of Council approved the motion.

Vice-President Sweitzer asked Mrs. Miller if there was anything else. Mrs. Miller said that they (Civil Service Committee) would be contracting with the school to hire an officer to replace Officer

Douglas effective as soon as possible. Officer Douglas wishes to step down and retire. Mrs. Miller made the motion and Mr. Kovalcin 2nd it. The rest of Council approved the motion.

After this motion, Vice President Sweitzer asked if there was anything else concerning the police. Chief Epler said that he would like to hire Officer Pat Buckowitz as a PART-TIME officer in Towanda School to replace Reggie Douglas.

Mrs. Clark said that this should be contingent upon Towanda School District accepting our offer per hours of pay for this officer. This motion was made by Mrs. Miller and 2nd by Mr. Long, with the rest of Council agreeing.

Chief Epler also said that there is 24 hours of scheduled uncovered time each week. He noted that he could use this officer for filling in these holes in the Borough Police schedule. However, a couple of Council members noted that this is presently a potential, pending position. Also, Vice President Sweitzer made known that it is specifically for replacing Officer Douglas, and there are no more hours being covered here. If we fill these holes with full-time officers we are paying them time and a half.

POLICE CHIEF REPORT:

On the written report: Chief Epler reported on holding another drill indentifying threats and hazards that could possibly occur at the school. This may be slated toward the end of the school year.

Officer Ogden and Chief Epler went to Tunkhannock High School for active shooter training.

Towanda Police did its annual firearms qualification at the range on October 24.

Officer Hennessy walked Moro on First Friday. He also walked him around the school zones on different occasions.

Extra patrols were put on during Trick-or-Treat night.

There were 48 total traffic citations in October, and 20 non-traffic citations.

CODE ENFORCEMENT REPORT:

Mr. Haight reviewed the Permit, Compliance, Rental Inspections and Zoning Code reports.

Parking report:

There were 60 \$10 tickets of which 0 were forgiven and 3 were excused.

36 tickets were paid within 48 hours (\$360).

7 tickets were paid after 48 hours (\$140).

2 tickets went to Magistrate as citations.

The revenue from parking in September was \$12,940.

The hours spent on parking were 10 for September 2013.

of \$10 tickets (Police issued) was 2.

Dollar amount paid within 48 hours (\$10).

of \$20 tickets (Police issued) was 1

Dollar amount paid after 48 hours (\$20).

ADMINISTRATIVE:

Borough Manager's Report:

Manager Lane needed a Resolution to declare him as Applicant/Agent for the College Run Project. This was proposed by Mr. Long and 2nd by Jean Miller. Mrs. Kulick polled the members. All that were present said yes and **Resolution # 2013-23** was carried.

Manager Lane shared that they are making headway on the BCVMP, and the Railroad track on the Merrill Parkway connector is now fixed.

The FEMA letter went out in the mail today. 17 letters from citizens who do not want to have to buy flood insurance was in the packet. There is an 8 foot pipe that goes down the road from Elm Street, and also there are elevation increases in some places when the Parkway was built.

Mr. Lane has been working on the Budget and will have a workshop on Thursday, November 21st at 5 PM (NOTE: This date was later changed to Wednesday, November 20 at 5 PM). Mrs. Kulick sent a note out to Council.

Also, Dallas Data, the new software company, recommends that we not have so many funds. Looking into this issue.

Concerning the 400 Block Project: Manager Lane needed a motion to move the parking garage behind the police station and Ben Franklin Store. This motion was made by Mrs. Clark and 2nd by Mr. Kovalcin with the rest of Council approving. Manager Lane spoke with Chris Carr (Flying Cow), and Jay Cory (Ben Franklin), and they are on board with the change. The Engineer will have rough drawings to make delivery wider for trucks to bring loads into Ben Franklin Store. There will be roughly 50 spots per floor. Also RACP approved the change.

BOROUGH SOLICITOR'S REPORT:

Solicitor Frawley wants to discuss the Franchise agreement with COMCAST. He drafted a proposal and wants to send it to the Committee.

BOROUGH SECRETARY'S REPORT:

Joe Doherty sent a Meet and Greet Event memo for BCVMPA friends to be held next Wednesday @ 6 PM, at the Athens Township Building in Sayre, PA.

Also, a motion was needed to appoint Jim Morse of GTP to the CBPA again to continue on as a representative after the January 19, 2014. This motion was made by Mrs. Miller and 2nd by Mr. Kovalcin with the rest of Council in agreement. Mr. Morse has been reappointed.

ADMINISTRATION REPORT:

A motion was made to pay Tom Fairchild's hours of work for October 2013. This was made by Mr. Kovalcin and 2nd by Mr. Long with all the rest of Council in favor.

PUBLIC WORKS:

Union Sub-Committee:

FINANCE:

The motion to pay the bills for October was made by Mr. Long, 2nd by Mrs. Miller, with the rest of Council present voting in agreement (yes).

Financial Reports:

Planning Commission: Nothing.

TMA/CBPA Report: Included in packet

Other:

Mr. Long said they will hold another Civil Service Commission meeting on November 18, 2013 to discuss the police.

Also, Mr. Taylor and Mayor Miller asked about the 2nd Ward water bills (were higher than usual). This was because the September readings did not load completely, and the Billing Department had to build October's billing month to read from the last read month (which was July) to when the meters were read in October.

ADJOURNMENT:

Meeting called to be adjourned by Mrs. Clark and 2nd by Mr. Taylor at 8:31 PM.



Diane M. Kulick
Borough Secretary

**TOWANDA BOROUGH COUNCIL
MEETING MINUTES
DECEMBER 2, 2013**

The regular meeting of the Towanda Borough Council was held on Monday, December 2, 2013. The meeting was called to order at 7:05 PM by Council President Christini, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mr. Christini, Mrs. Clark, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Sweitzer & Mr. Taylor

ABSENT: Mr. Roof

CITIZENS TO BE HEARD:

Bob Cooper was here to ask why his land transaction was not completed (closing) yet. Mr. Frawley, Solicitor, told the Mr. Cooper and Council that PennDOT say they own the property. Mr. Cooper spoke with state representative Tina Pickett, and she told him if PennDOT is the problem to see her the next day after this meeting. Mr. Cooper is at least \$20,000 in the hole for this so far. It was stated by Solicitor Frawley, that PennDOT said that it may have to be bid again through the State. Currently Mr. Cooper has a sum of money in this land deal including \$900 for property survey. Also, Mr. Cooper has been maintaining it for years, but the "quiet title" says 21 years is the time period one has to have maintained property. Mr. Cooper indicated that he would be talking to Ms. Pickett (State Rep) the next day.

Rex Klinger commented on the budget workshop, that he has sat in on one and felt that Mr. Lane and Mayor Miller had done an excellent job.

MINUTES:

A motion was made by Mr. Long and 2nd by Mrs. Miller, approving the last council meeting minutes from December 2013 Council Meeting. All the rest of council approved.

FIRE CHIEF'S REPORT: Chief Roof was absent. His report said From Nov 1 to Nov 26, there were 14 total incidents, 7 were in the Borough.

FIRE BOARD REPORT: Some points made in that meeting included air cylinders need to be hydro tested. Tower 2 is out of service; out for repairs estimated cost to make repairs will be approx. 25,866. Squad 5 had a little trouble starting. Rescue boat 6 needs some repairs. The fire company also received a donation from the Wyoming County Fair.

MAYOR'S REPORT: Mayor Miller asked Council to take a vote on Officer Josh Lake as a new full-time municipal police officer. **Resolution # 2013-24** was made by Mr. Sweitzer and Mrs. Lacek 2nd it with all the rest of council in favor. The resolution carried. Mayor Miller performed the swearing in of Officer Josh Lake.

Mayor Miller also signed a proclamation for Music Week.

POLICE CHIEF REPORT: Chief Epler talked about the county wanting to build a 2 million dollar training facility for the police and firemen of the county on the shooting range grounds or on county property near the Bradford County Manor. A decision to show Council's intent to support looking into the training facility idea was made into a motion by Mr. Sweitzer and 2nd by Mrs. Miller, with the rest of council voting yes.

There were 3 DUI's in November, and 60 so far for 2013.

POLICE COMMITTEE REPORT: Mr. Long reported as stated earlier tonight that part-time officer Josh Lake has been selected to be hired full-time and entered into the Inter-Local Police Pension plan offered by the union. Pension plan is Teamsters Inter-Local Police Pension Fund. Towanda Borough has plans to amend the police contract, and to do this, Bob Hugg (Teamsters Union Rep) agreed to write an MOU to amend the current police contract stating that it is ACT 600 compliant (through the Teamsters legal department).

Also, from this point forward (includes Josh Lake), the pension plan will be a "Defined Contribution Plan." This was made into a motion by Mrs. Clark and 2nd by Mrs. Miller, with all the rest in favor. Mr. Christini made comment that this is a very important and prudent decision. The rest of Council was in favor.

There was an 80 hour (10 shifts per year) per year minimum requirement for each year to get re-certification, and the officers can do it on line. Chief Epler said last year we paid nothing for the officers to do just that. The police department needs these officers for back up to fill in on the weekends.

Mr. Long added that in the regular workshop they discussed the fact that to attract "part-time" officers, we need to increase the pay range to be from \$15.35 to \$19.00 per hour with no benefits. It was also suggested that there should be a minimum of 80 hours for an officer to be certified. Chief Epler said that the officers currently do that on line. President Christini wants to send hours needed subject back to police civil service committee – to decide "minimum requirement" in a month or two.

In order to move on, Mr. Christini suggested that the pay range from \$15.35 to \$19.00 should be voted on. This was made into a motion by Mr. Long, 2nd by Mrs. Lacey, with all in favor.

PUBLIC WORKS: Mr. Haight reported.

CODE ENFORCEMENT REPORT: Mr. Haight went over the permits that were issued, compliance actions and rental inspections, in addition zoning fees. Third Street project is just about complete.

Parking report:

There were 85 \$10 tickets of which 0 were forgiven and 14 were excused.

31 tickets were paid within 48 hours (\$310).

19 tickets were paid after 48 hours (\$380).

3 tickets went to Magistrate as citations.

The revenue from parking in September was \$1,380.

The hours spent on parking were 15 for November 2013.

of \$10 tickets (Police issued) was 0.

Dollar amount paid within 48 hours (\$0).

of \$20 tickets (Police issued) was 0

Dollar amount paid after 48 hours (\$0).

BOROUGH MANAGER: BCVMP parking lot is paved now. Phase 3 will be the next step – cement and granite benches – to where flags are located.

Third Street project is coming along. Received 1st check in amount \$60,931 from FEMA. Borough is at \$20 grand now. \$35,000 is more in line to what Manager Lane said for the project costs

PEMA wants a timeline – 4th down College, down 2nd, down Elizabeth Street. Start to finish should be about 8 months. Mr. Sweitzer says we should drag it out, as we get much more in the summer. Manager Lane would like to get it finished. Manager Lane will ask the state about the timing for the project. However, Mr. Sweitzer would like to get it extended if we can. President Christini feels we need to proceed up to the bidding time. According to our Engineers, the permit time from Harrisburg will be the longest. President Christini says we should proceed as appropriate.

2014 Budget – final draft is attached. It is balanced. There will be no shortfall. 1.3 million in and 1.3 million out of General Fund. This budget includes the seven (7) Fulltime officers and the \$19.00 per hour rate. \$100,000 out of Liquid Fuels for paving the streets of the Borough. A new police vehicle is also in the 2014 budget to pay one-half of it for cash and a loan for the other half of it. We get money back for Parkway maintenance (turn-back money). Money to demolish 834 South Main Street (property that we purchased at auction) is in the budget, as well as money to restore the bricks on some of the sidewalks underfunded police pension money is also in the new budget. Everything else is about the same as previous years' budgets.

Manager Lane then requested that the proposed budget be advertised in the paper and on display for the ten (10) days. A motion was made to do this by Mr. Kovalcin and 2nd by Mrs. Miller with all the rest of council present in agreement.

Manager Lane proposed that we adopt the budget at a special year end meeting on December 26, 2013. The motion was made by Mrs. Lacek and 2nd by Mr. Taylor.

Discussion on the percentage of what the police will contribute to their pension plan in 2014. Five percent (5%) is the current rate. The MMO is going to skyrocket in 2015 (what the borough has to pay). Manager Lane indicated that if we prepare for this now we will be able to meet the obligation. The rate can be from 5 to 8%.

Mr. Long proposed that we advertise in the paper that the rate be changed to 7%, with Mr. Kovalcin 2nd it, and Mrs. Clark, Mr. Christini, Mr. Kovalcin, Mrs. Miller, and Mr. Taylor in agreement with the 7%.

Mr. Roof was absent, and Mr. Sweitzer and Mrs. Lacek opposed raising it to 7%. The yes votes overruled the "no" votes. The ordinance will be adopted at the December 26, 2013, Special Council Meeting.

Concerning the School Resource Officer, as discussed previously, Manager Lane is requesting permission to conduct negotiations with the Towanda School District and deliver written request for \$40 an hour for the Towanda Police Department to provide this School Resource Officer. Manager Lane requested that someone make a motion for him to request this amount from the school. This motion was made by Mrs. Clark and 2nd by Mrs. Lacek with all the rest in favor. According to Chief Epler, Mr. Goble TAHS superintendent, 44 hours a week would be needed at times for sporting events.

Manager Lane shared that he appreciated all the help he received from Tom Fairchild (former Borough Manager) on the 2014 budget.

BOROUGH SOLICITOR'S REPORT: All areas of concern have been covered.

BOROUGH SECRETARY'S REPORT: Nothing.

ADMINISTRATION REPORT: Council President Christini proposed that a motion be made to pay the bills. This was made by Mrs. Lacek and 2nd by Mr. Taylor, with the rest of council in favor.

Union Sub-Committee:

FINANCE

Financial Reports: Included.

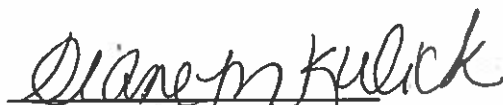
Planning Commission: Nothing.

TMA/CBPA Report: Included. Also, TMA Audit Status – 2011 and 2012 TMA audits needed. Boro Audit is up to date.

Other: Mr. Taylor asked about the water bills, if the situation has been resolved or improved?

ADJOURNMENT:

Meeting called to be adjourned by Mrs. Lacek and 2nd by Mr. Sweitzer at 8:15 PM.



Diane M. Kulick
Borough Secretary

**TOWANDA BOROUGH SPECIAL COUNCIL
MEETING MINUTES
DECEMBER 26, 2013**

A special council meeting was held on Thursday, December 26, 2013 at the Municipal Building. The meeting was called to order at 6:35 PM by Council President Mark Christini, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. Roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Taylor

ABSENT: Mr. Sweitzer

Also in attendance were Mayor Miller and Borough Manager Kyle V. Lane.

CITIZENS TO BE HEARD

None.

ADOPTION OF THE 2014 BOROUGH BUDGET

Mr. Christini asked if there were any questions regarding the proposed 2014 Borough and Special Funds Budgets.

Ms. Lacek made a motion seconded by Mrs. Miller to adopt, by resolution, the 2014 Borough and Special Funds Budget as presented and advertised.

The roll was called and recorded as follows:

AYE: Mrs. Clark, Mr. Christini, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Taylor

NAYE:

ABSENT: Mr. Sweitzer

Resolution 2013-25 carried.

ADOPTION OF 2014 REAL ESTATE TAX ORDINANCE

Mrs. Clark made a motion seconded by Mr. Kovalcin to adopt, by resolution, Real Estate Tax Ordinance 2014 as presented. The roll was called and recorded as follows:

AYE: Mrs. Clark, Mr. Christini, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Taylor

NAYE:

ABSENT: Mr. Sweitzer

Resolution 2013-26 carried.

ADOPTION OF 2014 BOROUGH SALARIES AND WAGES

Mrs. Lacek made a motion seconded by Mr. Taylor to adopt, by resolution, the 2014 Towanda Borough Salaries and Wages Rates. The roll was called and recorded as follows:

AYE: Mrs. Clark, Mr. Christini, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Taylor

NAYE:

ABSENT: Mr. Sweitzer

Resolution 2013-27 carried.

ADVERTISEMENT OF POLICE PENSION EMPLOYEE CONTRIBUTION RATE

A motion was made by Mrs. Lacek and seconded by Mr. Long to advertise this Ordinance as a legal notice in the Daily Review newspaper on December 26 (today), 2013, and make available for public inspection at the Borough of Towanda's Secretary's office and the legal library at the Bradford County Law Library in the BC Courthouse on Main Street. This Resolution will be voted on to be adopted at the January 2, 2013 Borough Council Meeting.

Mrs. Lacek made a motion seconded by Mr. Long with all present in favor to advertise. Mr. Sweitzer was absent.

PAYMENT OF YEAR-END BILLS

Mrs. Clark made a motion seconded by Mr. Long to approve payment of bills for the Towanda Borough General Fund and special Borough funds as presented in the "List of Bills". Motion carried.

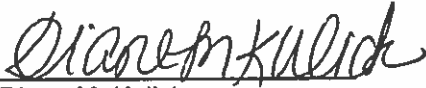
SPECIAL COUNCIL MEETING
DECEMBER 26, 2013

OTHER BUSINESS

In the January 2, 2013 Reorganizational Borough Council Meeting, Mr. Rex Klinger and Mr. Patrick Taylor will be sworn in to the Towanda Borough Council by Mayor Miller.

ADJOURNMENT

Mrs. Clark made a motion seconded by Mr. Long to adjourn. Motion carried. Meeting adjourned at 6:45 PM.



Diane M. Kulick
Borough Secretary